

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



Piedmont Triad Regional Council Executive Committee Agenda

Wednesday, August 1, 2018

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Item

Lunch

Please note the 11:45 a.m. lunch start time and join us as you are able. RSVP to Katie Mitchell at (336)904-0345 or by email at kmitchell@ptrc.org.

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

B. Action Items

- 1) Request for approval of June 6, 2018 PTRC Executive Committee Minutes (attachment)**
- 2) Request to enter into contract with NCDOT in the amount of \$223,361 to support the development of the Yadkin Valley Regional Bicycle Plan and Map during FY 18-19 & FY19-20**
- 3) Request for approval of the PTRDC Board member appointment**
- 4) Request for approval of the fourth budget revision**
- 5) Request for approval of the POWER Grant Application Support letter to be sent to ARC**

C. Executive Director's Report

Official

Katie Mitchell
Clerk to the Board

Steve Yokeley
Chair

Steve Yokeley
Chair

Jesse Day
Planning Director

Jesse Day
Planning Director

Robin Shelton
Finance Director

Wendy Walker-Fox
WFD Director

Matthew Dolge
Executive Director

D. Old Business

Steve Yokeley
Chair

E. New Business

Steve Yokeley
Chair

- 1) WAP Resolution Letters

F. 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.

Steve Yokeley
Chair

G. Chairman's Remarks and Announcements

Steve Yokeley
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, September 5, 2018 11:45 a.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
- 2) **PTRC Board of Delegates Meeting**
Wednesday, August 15, 2018 12:00
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
- 3) **2018 PTRC Meeting Dates** (*attached*)

H. Informational Items

a. Housing Finance Agency letter- Single-Family Rehab Program

- b. From: Tammy Kellis - Town of Candor
[\[mailto:townofcandor@embarqmail.com\]](mailto:townofcandor@embarqmail.com)
Sent: Thursday, July 26, 2018 5:27 PM
To: Katie Mitchell <kmitchell@ptrc.org>
Subject: Re: Reception desk

Thank you so much Katie for allowing us to have the receptionist desk. It is perfect for us! We could have never been able to afford something as nice for our office. The Town of Candor really appreciates your generosity. Cliff and James were super nice guys and we couldn't have done it without them.

Tammy

- c. Save the Date: 50th Anniversary Celebration**
Wednesday, October 17th at 11:45
The Terrace at the Greensboro Coliseum
1921 W. Gate City Blvd.
Greensboro, NC 27403

ACTION ITEM #2

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse B. Day, Regional Planning Director
DATE: August 1, 2018
RE: Yadkin Valley Regional Bicycle Plan

Yadkin Valley Regional Bicycle Plan

The Planning Department wishes to enter into contract with the North Carolina Department of Transportation for administration and planning services around the regional bicycle plan. The Piedmont Triad Regional Council will administer the project and, as directed by NCDOT, will select a consultant to produce a bicycle plan for the multi-county region. The study area will include at least part of the counties of Davie, Forsyth, Iredell, Stokes, Surry and Yadkin, as well as potentially the municipalities of Bermuda Run, Bethania, Boonville, Clemmons, Cooleemee, Danbury, Dobson, East Bend, Elkin, Harmony, Jonesville, Kernersville, King, Lewisville, Love Valley, Mocksville, Mount Airy, Pilot Mountain, Rural Hall, Statesville, Tobaccoville, Walkertown, Walnut Cove, Winston-Salem and Yadkinville. The work to be accomplished includes data collection and analysis, public outreach, facility and route system development, prioritization, plan adoption and implementation. Significant work will be done coordinating with the local partners to sustain and develop the system over time.

ACTION REQUESTED:

Request for approval to enter into contract with NCDOT for **\$223,361** to support the administration and scope of services for development of the Yadkin Valley Regional Bicycle Plan and Map during FY18-19 and 19-20. PTRC may use up to **10%** of the funding for administrative costs related to delivering the project, for a direct revenue of **\$22,336**.

ACTION ITEM #2

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT – REGIONAL
PLANNING AGREEMENT**

FORSYTH COUNTY

DATE: 6/26/2018

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS Elements: 41794.14

PIEDMONT TRIAD REGIONAL COUNCIL

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and Piedmont Triad Regional Council, hereinafter referred to as the "Agency".

WITNESSETH:

WHEREAS, the Agency has requested state funds for the Piedmont Triad Regional Council and selected consultant to produce a Regional Bicycle plan, hereinafter referred to as the "Project;" and,

WHEREAS, subject to the availability of state funds, the Agency has been designated as a recipient to receive funds up to and not to exceed the maximum award amount of \$223,361; and,

WHEREAS, the Department has agreed to disburse said funds to the Agency for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18 (24) and (27), Section 136-41.3 and Section 20-169, to participate in the planning of the Project approved by the Board of Transportation;

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

ACTION ITEM #2

1. GENERAL PROVISIONS

AGREEMENT MODIFICATIONS

- A. Any modification to this Agreement will be agreed upon in writing by all parties prior to being implemented.
- B. Any increases to the funding amount will be agreed upon by all parties by means of a Supplemental Agreement.

SPONSOR TO PERFORM ALL WORK

- C. The Agency shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Agency and/or its contractors and agents. The Department will provide technical oversight to guide the Agency. The Department must approve any assignment or transfer of the responsibilities of the Agency set forth in this Agreement to other parties or entities.
-

COMPLIANCE WITH POLICY AND PROCEDURES

- D. The Agency, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable State policies and procedures, stated both in this Agreement and in the Bicycle and Pedestrian Policy, which is incorporated by reference in this Agreement.

FAILURE TO COMPLY – CONSEQUENCES

- E. Failure on the part of the Agency to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

2. SCOPE OF PROJECT

- A. The Project consists of the Piedmont Triad Regional Council and selected consultant producing a bicycle plan for the multi-county region. The study area will include at least part of the counties of Davie, Forsyth, Iredell, Stokes, Surry and Yadkin, as well as potentially the municipalities of Bermuda Run, Bethania, Boonville, Clemmons, Cooleemee, Danbury, Dobson, East Bend, Elkin, Harmony, Jonesville, Kernersville, King, Lewisville, Love Valley, Mocksville, Mount Airy, Pilot Mountain, Rural Hall, Statesville, Tobaccoville, Walkertown, Walnut Cove, Winston-Salem and Yadkinville. The work to be accomplished includes data

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collection and analysis, public outreach, facility and route system development, prioritization, plan adoption and implementation. Significant work will be done coordinating with the local partners to sustain and develop the system over time.

The Department's funding participation in the PROJECT shall be restricted to the following **eligible** items:

- B. Design a Bicycle Plan for the Piedmont Triad Regional Council and the multi-county region. The study area will include at least part of the counties of Davie, Forsyth, Iredell, Stokes, Surry and Yadkin, as well as potentially the municipalities of. Bermuda Run, Bethania, Boonville, Clemmons, Cooleemee, Danbury, Dobson, East Bend, Elkin, Harmony, Jonesville, Kernersville, King, Lewisville, Love Valley, Mocksville, Mount Airy, Pilot Mountain, Rural Hall, Statesville, Tobaccoville, Walkertown, Walnut Cove, Winston-Salem and Yadkinville.

3. PROGRAM/PRODUCT DEVELOPMENT, DESIGN AND DELIVERY

AUTHORIZATION

- A. Upon receipt of an executed agreement, the Department will issue a Notice to Proceed. The Agency shall not contract for, or perform, any work prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.
- B. The Agency, and/or its agent, shall initiate a study and develop a plan regarding bicycle transportation in the Yadkin Valley region. During the process of development, all draft copies of the plan and related information shall be submitted to the Department. The Agency will provide a line item cost estimate for the work to the Department.
- C. All work shall be prepared and submitted using computer software and applications approved by the Department and compatible with departmental equipment and programs.

PROJECT ADMINISTRATION

- D. The Agency may use up to 10% of the funding for administrative costs related to delivering the Project. Prior to incurring these costs, the Agency shall submit a request and documentation that shows tasks, staff qualifications, man-hours, wage rates, and equipment costs, as applicable, to show a total estimate of administrative costs. The Agency shall procure a private consulting firm to conduct Project development. The Agency shall be responsible for soliciting and submitting the consulting firm's proposal to the Department for

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review and approval, in accordance with the Procurement of Specialized Services. The Agency, and/or its agent, shall perform Project administration in accordance with all Departmental policies and procedures.

TIME FRAMES

- E. Preliminary drafts of the plan are due to the Department within one and one half (1.5) years of execution of this Agreement. The Agency shall complete all work outlined in the Agreement from the date of authorization of funds or by 6/30/2020.

CHANGE ORDERS

- F. If any changes in the Project are necessary, the Department must approve such changes prior to the work being performed.

FINAL APPROVAL BY DEPARTMENT

- G. The Department reserves the right to inspect and approve all work to ensure compliance with Departmental standards and procedures.

FINAL PROJECT CERTIFICATION

- H. Upon completion of the Project, the Agency shall provide a letter of certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations as further defined in the Bicycle and Pedestrian Policy.

4. PROCUREMENT OF SPECIALIZED SERVICES

If the Agency causes the professional planning services and/or administration required by this Agreement to be performed by contracting with a private planning and design firm and seeks reimbursement for said services under this agreement, it is agreed as follows:

- A. The Agency shall ensure that a professional firm is obtained through an equitable selection process and that prescribed work is properly accomplished in a timely manner, at a just and reasonable cost.
- B. The Agency, when procuring professional services, must adhere to North Carolina Department of Transportation Policies and Procedures for Major Professional or Specialized Services Contracts. This policy conforms to N.C.G.S. 143-64, Parts 31 and 32.
- C. The Agency shall submit all professional services contract proposals to the Department for review and approval prior to execution of the professional services contract by the Agency. A

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pre-negotiation audit of the contract will be performed by the Department's External Audit Branch.

- D. Small Professional and Engineering Services Requirements: Any contract entered into with another party to perform work associated with the requirements of this agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the NC Board of Transportation.
- The Agency shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
 - If the Agency fails to comply with these requirements, the Department will withhold funding until these requirements are met.

5. FUNDING AND REIMBURSEMENT

- A. Subject to compliance by the Agency with the provisions set forth in this Agreement, and the availability of funds, the Department shall participate in the actual Project costs up to a maximum amount of \$223,361 (estimated costs are \$223,361). Costs which exceed this amount shall be borne by the Agency. Reimbursement to the Agency shall be made upon approval of the invoice by the Department's Division of Bicycle and Pedestrian Transportation and the Department's Fiscal Section.

ACTIVITIES ELIGIBLE FOR REIMBURSEMENT

- B. Design of a Bicycle Plan for the Piedmont Triad Regional Council, including the local governments listed in the Scope that make up the Piedmont Triad Regional Council. The Agency is eligible to receive up to 10% of the funds, or \$22,336, for eligible and approved administrative activities related to delivering this Project.

REIMBURSEMENT PROCEDURES

- C. The Agency may bill the Department for actual costs by submitting an itemized invoice and requested documentation to the Department. Reimbursement shall be made quarterly. By submittal of said invoice, the Agency certifies that it has adhered to all applicable state laws and regulations as set forth in this Agreement.

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- D. The Agency shall adhere to Office of Management and Budget (OMB) Circular A-102 (www.whitehouse.gov/omb/circulars/index.html) "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." Reimbursement to the AGENCY shall be subject to the policies and procedures contained in Office of Management and Budget (OMB) Circular A-87 (www.whitehouse.gov/omb/circulars/index.html) "Cost Principles for State, Local, and Indian Tribal Governments."
- E. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (www.whitehouse.gov/omb/circulars/index.html), the Agency shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Agency shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Agency's fiscal year ends.
- F. The Agency shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Agency shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this Agreement, for inspection and audit by the Department's Fiscal Section.
- G. The Agency agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Department's Financial Management Division.
- H. Any costs incurred by the Agency prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.
- I. At no time shall the Department reimburse the Agency costs that exceed the total state funding.
- J. All work performed by the Department on this Project, if requested and approved by the Agency, shall reduce the maximum award amount of \$223,361 available to the Agency under this Agreement. If the cost of work done by the Department exceeds the funding award, the Department will bill the Agency for the excess costs.
- K. Failure on the part of the Agency to comply with any of these provisions will be grounds for the Department to terminate participation in the costs of the Project.
- L. All invoices associated with the Project must be submitted within six months of the completion of the Project to be eligible for reimbursement by the Department.

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- M. The Project must progress in a satisfactory manner as determined by the Department. If the Project does not remain active, the Department reserves the right to de-obligate said funding.
- N. The expenses incurred by the Department for reviews, approvals, inspections and other tasks set forth in this Agreement are an eligible Project cost and charged to allocated Project funding.

6. ADDITIONAL PROVISIONS

- A. The Agency shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.
- B. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.
- C. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency. By execution of this Agreement, the Agency certifies, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a governmental department or agency.
- D. The Agency shall certify to the Department compliance with all applicable State laws and regulations and ordinances and shall indemnify the Department against any fines, assessments or other penalties resulting from noncompliance by the Agency or any entity performing work under contract with the Agency.
- E. The Agency is solely responsible for all agreements, contracts, and work orders entered into or issued by the Agency for this Project. The Department is not responsible, for any expenses or obligations incurred for the Project except those specifically eligible in the terms of this Agreement. However, at no time shall the Department reimburse the Agency costs which exceed the total funding for this Project.
- F. The Agency will indemnify and hold harmless the Department and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability in connection with the Project

ACTION ITEM #2

activities performed pursuant to this Agreement including construction of the Project. The Department shall not be responsible for any damages claims, which may be initiated by third parties.

- G. The Department must approve any assignment or transfer of the responsibilities of the Agency set forth in this Agreement to other parties or entities.
- H. If the Agency decides to terminate the Project without the concurrence of the Department, the Agency shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project. Any notification of termination of this Project shall be in writing to the other party. Reimbursement to the Department shall be made in one lump sum payment within sixty (60) days of billing. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with G.S. 147-86.23 and G.S. 105-241.21.
- ~~I. In compliance with state policy, the Agency, and/or its agent, including all contractors, subcontractors, or sub-recipients shall have a Conflict of Interest Policy and adhere to the Department's Women Business Enterprise (WBE) and Minority Business Enterprise (MBE) policy which requires goals to be set and participation to be reported, as more fully described in the Subcontractor Guidelines section of this Agreement.~~
- J. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement and that no expenditure of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Agency.

ACTION ITEM #2

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Piedmont Triad Regional Council by authority duly given.

L.S. ATTEST:

PIEDMONT TRIAD REGIONAL COUNCIL

BY: Katie Mitchell

BY: [Signature]

TITLE: Clerk to the Board

TITLE: EXECUTIVE DIRECTOR

DATE: 7/3/18

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

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

(SEAL)

[Signature]
(FINANCE OFFICER)

Federal Tax Identification Number

56-1241166

Remittance Address:

Piedmont Triad Regional Council
1398 Carrollton Crossing Dr.
Kernersville NC 27284

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

PRESENTED TO THE BOARD OF TRANSPORTATION ITEM O: _____

ACTION ITEM #3

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

TO: PTRC Executive Committee
FROM: Jesse Day, Regional Planning Director
DATE: August 1, 2018
RE: PTRDC Board Member Appointments and Reappointments

At-Large Representatives

We have an opening due to Mr. Derwick Paige's retirement from the City of Winston. Evan Raleigh, assistant City Manager for the city of Winston Salem has agreed to serve. His term will end in August 2021. We still have one opening for an At-Large representative.

Location	Delegate	Title	New Term Ending
City of Winston Salem	Evan Raleigh	Assistant City Manager	August 2021

ACTION REQUESTED:

Request for approval for Evan Raleigh to be approved to serve on the PTRDC Board as an At-Large Representative.

ACTION ITEM #4

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

TO: PTRC Board of Delegates
FROM: Robin C. Shelton, Finance Director
DATE: August 1, 2018
RE: Request for Approval of Fourth Budget Revision for FY 2017-2018

The Finance Department requests approval of a revision to the 2017-2018 budget of the Piedmont Triad Regional Council. This revision shows a decrease, from the third revision of \$39,302. From the original budget there is an increase of \$1,973,582 for the year. The following pages include the revised Budget Ordinance and a summary of the changes by area.

It is recommended that the board adopt this budget revision to recognize this decrease in the 2017-2018 budget.

ACTION ITEM # 4

BUDGET ORDINANCE 2017 - 2018 FOURTH REVISION 8/18

Be it ordained by the Piedmont Triad Regional Council (PTRC):

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for PTRC:

General / Council	\$	185,483
TOTAL GENERAL FUND APPROPRIATION	\$	185,483

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Fund Balance	\$	-
COG Dues		175,483
Interest		10,000
TOTAL GENERAL FUND ESTIMATED REVENUES	\$	185,483

Section 3. The following amounts are hereby appropriated in the Special Revenue Fund - Grant Project Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for PTRC:

Administration	\$	430,701
Crime Control and Public Safety		1,060,378
Environmental Protection		60,737
Health and Human Services (Aging)		13,055,132
Housing		5,346,199
Planning		220,952
Transportation		277,078
Workforce Development		5,684,653
Weatherization		2,689,185
TOTAL GRANT PROJECT APPROPRIATION	\$	28,825,015

Section 4. It is estimated that the following revenues will be available in the Special Projects Fund - Grant Project Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Federal Grants		21,383,707
State Grants		6,950,253
Appropriated Fund Balance		-
Dues		422,137
Interest		-
Local Projects & Fees		68,918
TOTAL GRANT PROJECT ESTIMATED REVENUES		28,825,015

ACTION ITEM # 4

Section 5. The following amounts are hereby appropriated in the Special Revenue Fund- Local Projects Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for PTRC:

Administrative Services	901,908
Crime Control and Public Safety	575,552
Environmental Protection	136,600
Health and Human Services (Aging)	128,500
Housing	-
Misc. Local Projects	658,645
Planning	511,477
Workforce Development	295,405
Weatherization	1,176,070
TOTAL LOCAL PROJECTS APPROPRIATION	4,384,157

Section 6. It is estimated that the following revenues will be available in the Special Revenue Fund - Local Projects Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

APPROPRIATED FUND BALANCE	-
COG DUES and INTEREST	115,637
LOCAL PROJECT FUND FEES	4,268,520
TOTAL LOCAL PROJECT ESTIMATED REVENUES	4,384,157

TOTAL APPROPRIATIONS 33,394,655

Section 7: The Executive Director is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a grant without limitation and without a report being required.

ACTION ITEM # 4

PIEDMONT TRIAD REGIONAL COUNCIL
TOTAL BUDGET (FUNDS 001, 002 & 003)
7/1/17 to 6/30/18

FOURTH REVISION 8/18

EXPENDITURES

Salaries	3,405,354
Part Time Salaries - No Benefits	204,133
Fringe Benefits (41.5%)	1,413,222
Insurance & Bonds	2,602
Professional/Legal/Accounting Services	1,255,778
Consultants (sub & youth contractors)	1,267,663
Advertising	71,564
Printing & Binding	42,800
Computer Services & Licensing	163,840
Building Rent	1,228
Equipment Rent	20,072
Utilities	47,000
Trash Disposal/Recycling	24,000
Telephone & Internet	30,429
Postage	375
Publications & Newspapers	1,658
Dues & Memberships	10,371
Supplies	124,803
Special Materials	244,273
Capital Equipment	346,941
Repair & Maintenance	100,577
Travel/Conferences/Training (including participants)	925,877
Outreach and Promotion	25
SubReciepents	14,177,516
Fringe Benefits Part-Time (7.65%)	15,617
Occupancy Costs	167,060
Notes Payable & Interest exp	345,264
Indirect Cost (36.5%)	1,585,470
Participant Development	879,894
Program Support Allocation	358,953
Housing Asst Payments	3,403,000
Weatherization Services	2,757,296
TOTAL EXPENDITURES:	33,394,655

REVENUES

Federal	21,383,707
State	6,950,253
Appropriated Fund Balance	0
Dues and Interest	723,257
Local Project Fees and Local Grants	4,337,438
TOTAL REVENUES:	33,394,655

Difference 0

ACTION ITEM # 4

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET BY AREA
7/1/17 to 6/30/18**

FOURTH REVISION 8/18

	Fund 001	Fund 002 & 003	Total	% of Total Budget
Administration	430,701		430,701	1.3%
Administrative Services		901,908	901,908	2.7%
Crime Control and Public Safety	1,060,378	575,552	1,635,930	4.9%
Environmental Protection	60,737	136,600	197,337	0.6%
General Fund / Dues		185,483	185,483	0.6%
Health and Human Services (Aging)	13,055,132	128,500	13,183,632	39.5%
Housing	5,346,199	-	5,346,199	16.0%
Misc. Local Projects		658,645	658,645	2.0%
Planning	220,952	511,477	732,429	2.2%
Transportation	277,078		277,078	0.8%
Workforce Development	5,684,653	295,405	5,980,058	17.9%
Weatherization	2,689,185	1,176,070	3,865,255	11.6%
Totals	<hr/> 28,825,015	<hr/> 4,569,640	<hr/> 33,394,655	
	28,825,015	4,569,640	33,394,655	

ACTION ITEM # 4

PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET CHANGES BY AREA
7/1/17 to 6/30/18

FOURTH REVISION 8/18

	Fund 001	Fund 002 & 003	Total after 4th Budget Revision		Difference between 3rd Revision and 4th Revision	Original Budget	Difference between Original and 3rd Revision
Administration	430,701		430,701	414,753	15,948	302,144	128,557
Administrative Services		901,908	901,908	901,908	-	438,539	463,369
Crime Control and Public Safety	1,060,378	575,552	1,635,930	1,635,930	-	1,498,356	137,574
Environmental Protection	60,737	136,600	197,337	197,337	-	184,861	12,476
General Fund / Dues		185,483	185,483	143,023	42,460	139,062	46,421
Health and Human Services (Aging)	13,055,132	128,500	13,183,632	13,162,491	21,141	12,584,713	598,919
Housing	5,346,199	-	5,346,199	5,408,944	(62,745)	6,606,698	(1,260,499)
Misc. Local Projects		658,645	658,645	658,645	-	636,455	22,190
Planning	220,952	511,477	732,429	672,064	60,365	329,972	402,457
Transportation	277,078		277,078	277,078	-	277,078	-
Workforce Development	5,684,653	295,405	5,980,058	5,970,058	10,000	5,005,477	974,581
Weatherization	2,689,185	1,176,070	3,865,255	3,991,726	(126,471)	3,417,718	447,537
Totals	28,825,015	4,569,640	33,394,655	33,433,957	(39,302)	31,421,073	1,973,582

ACTION ITEM #5

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Wendy Walker-Fox, Workforce Development Director
DATE: August 1, 2018
RE: ARC POWER Grant Application Letter of Support

The Appalachian Regional Commission (ARC) is soliciting applications for grants under the Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative for Federal Fiscal Year 2018 (FY18) funding. The POWER Initiative is a congressionally funded initiative that targets federal resources to help communities and regions that have been affected by job losses in coal mining, coal power plant operations, and coal-related supply chain industries due to the changing economics of America's energy production. POWER supports efforts to create a more vibrant economic future for coal-impacted communities by cultivating economic diversity, enhancing job training and reemployment opportunities, creating jobs in existing or new industries and attracting new sources of investment.

According to a recent study, two counties in the Piedmont Triad region, Forsyth and Surry, are vulnerable to the decline of the coal industry. Because these counties do not mine coal the impact has not been immediate. However, the ripple effects of the coal industry decline are beginning to be felt. Piedmont Triad Regional Council is aware that a proactive approach is required to address the future challenges facing these two vulnerable counties. PTRC plans to conduct research and develop a strategic plan to address economic changes and workforce impact. This plan will include a state-of-the-art workforce development training and education hub, the Dream. Career. Academy. The Dream. Career. Academy. would address current as well as future workforce needs, serving both adult and youth. The goal of the initiative is to align talent with careers in innovative ways and to identify and engage currently disengaged populations to the workforce by removing barriers for these individuals. The core components of the Dream. Career. Academy. include: Career Exploration, Career Connection, Career Development and Business Support.

See attached letter of support and graphic of the Dream. Career. Academy.

ACTION REQUESTED:

Request for approval of the POWER Grant Application Support Letter to be sent to the Appalachian Regional Commission.

ACTION ITEM # 5



PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284
(336) 904-0300
MATTHEW L. DOLGE • EXECUTIVE DIRECTOR



August 1, 2018

Appalachian Regional Commission

Subject: ARC POWER Grant Application Letter of Support

To Whom It May Concern:

On behalf of the Piedmont Triad Regional Council, I am writing to support the application for Appalachian Regional Commission (ARC) Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative funding for the Dream. Career. Academy project.

According to a recent study, two counties in the Piedmont Triad region, Forsyth and Surry, are vulnerable to the decline of the coal industry. Because these counties do not mine coal the impact has not been immediate. However, the ripple effects of the coal industry decline are beginning to be felt. Piedmont Triad Regional Council is aware that a proactive approach is required to address the future challenges facing these two vulnerable counties. PTRC plans to conduct research and develop a strategic plan to address economic changes and workforce impact. This plan will include a state-of-the-art workforce development training and education hub, the Dream. Career. Academy. The Dream. Career. Academy. will address current as well as future workforce needs, serving both adult and youth. The goal of the initiative is to align talent with careers in innovative ways and to identify and engage currently disengaged populations with the workforce by removing barriers for these individuals. The core components of the Dream. Career. Academy. include: Career Exploration, Career Connection, Career Development and Business Support.

This grant application is for Technical Assistance funding in the amount of \$99,000 in order to build upon recommendations from our recent regional Talent Alignment study. The Technical Assistance funding will be used to conduct further research and develop a strategic plan that supports the development of the workforce development training and education hub and identify initiatives that focus on closing the growing talent alignment and skills gap.

The PTRC fully supports the efforts in the pursuit of ARC POWER funding for this important project.

Sincerely,

Steve Yokeley, Board Chair

ACTION ITEM #5



DREAM. CAREER. ACADEMY

An initiative of **PIEDMONT TRIAD REGIONAL COUNCIL**

ADULT/DISLOCATED - CURRENT NEED
YOUTH - FUTURE NEED, PIPELINE

	CAREER EXPLORATION	CAREER CONNECTION	CAREER DEVELOPMENT	BUSINESS SUPPORT
ADULT/DISLOCATED - CURRENT NEED	<p>Career Pathway Workshops for Adult and Dislocated Workers</p> <p>Career Awareness Program Targeted to specific populations: - hidden workforce (out of school 18-28) - aging population,encore careers - special needs populations</p> <p>Adult Academy Program (Career Awareness and Soft Skills Training)</p>	<p>Adult Apprenticeship Programs</p> <p>Talent/Career Open Mic Events</p> <p>Makers Spaces</p>	<p>PTRC Leadership Academy</p> <p>Adult Academy Program for Employed Workforce (Soft Skills Training and Up-Skills)</p>	<p>PTRC Community Cafe</p> <p>Local Labor Market Research</p> <p>Business Advisory Groups</p>
YOUTH - FUTURE NEED, PIPELINE	<p>Middle School Career Academy Program (Career Awareness and Soft Skills Training)</p> <p>High School Career Academy Program (Career Awareness and Soft Skills Training)</p>	<p>High School Apprenticeships</p>	<p>Ambassador Training Program</p> <p>K-12 Teacher/Advisor Career Awareness Workshops</p>	<p>PTRC Community Cafe</p> <p>Educator Advisory Groups</p>



DREAM. CAREER. ACADEMY

An initiative of **PIEDMONT TRIAD REGIONAL COUNCIL**



NEW BUSINESS ITEM



PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284
(336) 904-0300
MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

June 13, 2018

Maye Hickman
Program Manager
NC Weatherization Assistance Program
4345 Mail Service Center
Raleigh, NC 27699-4345

Dear Ms. Hickman:

During the PTRC Fiscal Year End 17/18 single audit our external auditors found a case of a client receiving services when not income eligible. This memorandum outlines our findings and seeks confirmation from you that we have resolved these issues to your satisfaction.

- The client's household did not qualify for service. The eligibility determination, completed by a former intake staff person, used net income instead of gross income which made the household appear eligible.
- When using the correct gross income the household of 6 had an annual income of \$85,659.60 which exceeds income limits.
- The client received \$5,505.01 in services paid with DOE Program funds and \$65.00 in HARRP funding.
 - A total of \$5,570.01 of weatherization improvements from NC WAP funds were completed between October to December 2017.

To rectify this error, the PTRC will move the disallowed cost to unrestricted funds effectively repaying the program. PTRC will remove the project from closed to denied in AR4CA.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Matthew Dolge, Executive Director

NEW BUSINESS ITEM



PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284
(336) 904-0300
MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

June 13, 2018

Joel Groce
Director of Finance and Administration
NCCAA
4428 Louisburg Rd, Suite 101
Raleigh, North Carolina 27616

Dear Mr. Groce:

During the PTRC Fiscal Year End 17/18 single audit our external auditors found a case of a client receiving services when not income eligible. This memorandum outlines our findings.

- The client's household did not qualify for service. The eligibility determination, completed by a former intake staff person, used net income instead of gross income which made the household appear eligible.
- When using the correct gross income the household of 6 had an annual income of \$85,659.60 which exceeds income limits.
- The client received \$4,750.39 in services paid with Duke Program funds.
 - A total of \$4,987.92 (including admin funds of \$237.53) of weatherization improvements from Duke/NCCAA funds were completed between October to December 2017.

To rectify this error, the PTRC is including a repayment of \$4,987.92 with this correspondence.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Matthew Dolge, Executive Director



July 18, 2018

A self-supporting
public agency

Scott Farmer
Executive Director

PO Box 28066
Raleigh, NC
27611-8066

3508 Bush Street
Raleigh, NC
27609-7509

TEL. 919-877-5700
FAX. 919-877-5701
www.nchfa.com

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

Dear Mr. Dolge:

Per our records, Piedmont Triad Regional Council has met all requirements to close out its 2015 Single-Family Rehabilitation Program project for Rockingham County (Funding Agreement SFRLP1518).

The fourteen dwelling units rehabilitated with Program funds will enhance the lives of the occupants and the appearance of their communities. We congratulate you on this accomplishment.

No additional SFR reporting is required for this project. However, SFR awards are funded with Federal funds from the HOME Investment Partnerships Program; therefore, you will be required to remit and/or report specific financial information as referenced in the Financial Audit Requirements section of the Program Guidelines (PG 3.8). Accompanying this letter please find the informational sheet regarding financial audit reporting requirements. To help assure audit reporting compliance, please forward this information to the person who coordinates your annual audit.

Additionally, please note that Program records must be retained for at least five years from the date of this project closeout letter. Therefore, please retain the Program records until at least July 18, 2023 (PG 3.6).

Thank you for your part in the success of the Single-Family Rehabilitation Program.

Sincerely,

Sonia B. Joyner
Director of Home Ownership Programs

cc: Mr. Michael Blair, Housing Director
Ms. Rebecca Ashby, Housing Grants Coordinator
Mr. Randy Lawson, Housing Rehab Specialist

August 1, 2018

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Meeting Dates 2018

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

PTRC Executive Committee 1 st Wednesday	PTRC Board of Delegates 3 rd Wednesday
January - none	January - none
February 7, 2018	February 21, 2018 -cancelled
March 7, 2018	March - none
April 4, 2018	April 18, 2018
May 2, 2018	May - none
June 6, 2018	June 20, 2018
July - none	July - none
August 1, 2018	August 15, 2018
September 5, 2018	September - none
October 3, 2018	October 17, 2018
November 7, 2018	November - none
December 5, 2018	December 19, 2018