

## AGENDA

Catawba County Board of Commissioners Meeting  
Monday, August 4, 2014, 9:30 a.m.  
Robert E. Hibbitts Meeting Room, 1924 Courthouse  
30 North College Avenue, Newton, NC

1. Call to Order.
2. Pledge of Allegiance to the Flag.
3. Invocation.
4. [Approval of the minutes from the Board's July 21, 2014 Meeting.](#)
5. Recognition of Special Guests.
6. Public Comment for Items Not on the Agenda.
7. Presentations:
  - a. [Presentation of Badge and Gun \(after declared surplus by the Board of Commissioners\) to Retired Deputy David Reep by the Board of Commissioners and Sheriff Coy Reid.](#)
  - b. [Presentation of National Association of Counties \(NACo\) 2014 Achievement Award for the Public Health Farmers Market – \*presented to Amy McCauley, Community Outreach Manager.\*](#)
  - c. [Presentation of National Association of County Information Officers \(NACIO\) Meritorious Award for “Catawba Communities” – \*presented to Chris Sykes, Creative Services Director, Charter Communications and Catawba County Public Information Officer Dave Hardin.\*](#)
  - d. [Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and Popular Annual Financial Report Award. \*Presented to Finance Director Rodney Miller and Internal Auditor Kenneth Maynor.\*](#)
8. [Appointments.](#)
9. Departmental Reports:
  - A. Planning and Parks:  
[North Carolina Housing Finance Agency 2014 Urgent Repair Program. \*Presented by Laurie Powell, Western Piedmont Council of Governments Community Development Administrator.\*](#)
  - B. Emergency Services:
    1. [Pyrotechnics Permit Application. \*Presented by Assistant Emergency Services Director Mark Pettit.\*](#)
    2. [Appropriation of \\$29,300 in Existing Fund Balance to Sherrills Ford-Terrell Fire Rescue. \*Presented by Assistant Emergency Services Director Mark Pettit.\*](#)
10. Other Items of Business.
11. Attorneys' Report.

12. Manager's Report.

13. Adjournment.

**PERSONS WITH DISABILITIES:** Individuals needing assistance should contact the County Clerk at 828-465-8990 within a reasonable time prior to the meeting. Access to the 1924 Courthouse for individuals with disabilities is at the south side ("A" Street). The elevator is located at the north end of the building. Participation in public meetings is without regard to race, creed, religion, national origin, sex, age, color, or disability.

**INFOTALK/INTERNET:** The Catawba County Telephone Information System will allow you to use your touch tone telephone to obtain current information on Catawba County 24 hours a day. Information is updated on a regular basis. Dial 465-8468 and INFOTALK will direct your questions with easy to understand instructions. Reach Catawba County on the Internet at <http://www.catawbacountync.gov>.

**CALENDAR:** The next Board of Commissioners meeting will take place on Monday, August 18, 2014 at 7:00 p.m. **in the 2<sup>nd</sup> Floor Meeting Room of the Government Center in Newton due to the Soldiers Reunion.**



**PREVIEW OF COUNTY COMMISSION AGENDA  
MONDAY, AUGUST 4, 2014, 9:30 A.M.  
ROBERT E. HIBBITTS MEETING ROOM  
1924 COURTHOUSE, NEWTON, N.C.**



The Catawba County Board of Commissioners will consider a series of actions associated with the County's being awarded a \$75,000 Urgent Repair Program Grant, which would be used to make urgent repairs to approximately sixteen low and moderate income homes, when the Board meets at 9:30 a.m. on Monday, August 4, 2014, at the 1924 Courthouse at 30 North College Avenue in Newton. The Board will also consider a request to appropriate \$29,300 of the fund balance of Sherrills Ford-Terrell Fire and Rescue, to be used to purchase and implement a new records management system, and as matching funds for a FEMA grant to purchase 800 MHz radios.

The Board will consider authorizing a Pyrotechnics Permit requested by the Greater Hickory Classic Foundation/Rock Barn Golf and Spa as part of the 2014 Greater Hickory Kia Classic at Rock Barn.

The Board will also honor retired Sheriff's Deputy David Reep with the traditional presentation of his badge and service weapon. It will formally present a National Association of Counties Achievement Award to Catawba County Public Health for its Farmers Market program. It will recognize the "Catawba Communities" TV program, which won a 2014 Meritorious Award from the National Association of County Information Officers as one of the nation's best examples of a cost-effective information program. And the Board will salute staff from the County Finance Office, which has earned the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 32nd consecutive year, as well as the Association's Popular Annual Financial Reporting Award for the Finance Office's "Annual Financial Highlights", both for the fiscal year that ended on June 30, 2013.

### **PRESENTATIONS**

- A.** The Board will honor Sheriff's Deputy David Reep, who retired effective July 1, 2014 after 42 years with the Catawba County Sheriff's Office. Under North Carolina General Statute 20-187.2, the Board will consider declaring as surplus the service sidearm and badge of Deputy Reep, and present those items to him.
- B.** The Board will recognize a National Association of Counties Achievement Award presented to Catawba County Public Health for its Farmers Market Program. In partnership with the Women, Infants, and Children (WIC) program, the market's goal is to improve individual and community health by increasing access to fresh fruits and vegetables.
- C.** The Board will recognize the "Catawba Communities" TV program, which recently won a 2014 Meritorious Award from the National Association of County Information Officers for being one of the nation's best examples of a cost-effective information program.
- D.** The Board will present a Certificate of Achievement for Excellence in Financial Reporting and Popular Annual Financial Reporting Award, from the Government Finance Officers Association (GFOA), to the County's Finance Department. The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in the area of governmental accounting and financial reporting, and has been awarded to the County for 32 consecutive years. The award is presented to governmental units that the GFOA says "prepare and publish an easily readable, understandable comprehensive annual financial report covering all funds and financial transactions during the fiscal year." The Popular Annual Financial Reporting Award is presented to local governments which create a report that gives highlights of the County's fiscal year in a summary format judged by peers as outstanding across several criteria.

### **DEPARTMENTAL REPORTS**

#### **PLANNING AND PARKS**

The Board will consider approving documents associated with the Catawba County 2014 Urgent Repair Program Grant including: an agreement between the Western Piedmont Council of Governments (WPCOG) and Catawba County for the provision of grant management assistance; a project budget ordinance in the amount of \$75,000 for rehabilitation and administration; and the 2014 North Carolina Housing Finance Agency (NCHFA) Urgent Repair Grant Assistance Policy and Procurement/Disbursement Policy for the County's Urgent Repair Program. NCHFA awarded Catawba County a 2014 Urgent Repair Program Grant in the amount of \$75,000 in April 2014. The Program will assist approximately sixteen low-income households by providing energy efficiency improvements and minor

structural repairs. NCHFA allows up to \$800 a house for administration, work write-ups and inspections. The WPCOG contract is for \$12,800, which averages out to about \$800 a house. The remaining \$62,200 will be used for rehabilitation for urgent needs such as leaking roofs, non-functional heating units, etc. The WPCOG will provide day-to-day management of the program with administration oversight provided by the County Planning Department.

### **EMERGENCY SERVICES**

**A.** The Board will consider approval of a Pyrotechnics Permit for the Greater Hickory Classic Foundation/Rock Barn Golf and Spa, for a fireworks display on September 28, 2014, at 3791 Clubhouse Drive in Conover, North Carolina. This display is a part of the 2014 Greater Hickory Kia Classic at Rock Barn, scheduled to occur at 8:30 p.m. and to last approximately 30 minutes. Rock Barn Golf & Spa has contracted with Pyrotechnico, Inc., which has a valid "Outdoor Pyrotechnics Display Operators Permit" through the North Carolina Department of Insurance, Office of State Fire Marshal. Based on the application, all statutory requirements have been or will be met. If, at any time, any requirement of the permit is not satisfied the Fire/Rescue Division will immediately revoke the permit.

**B.** The Board will consider the appropriation of existing fund balance in the amount of \$29,300 for Sherrills Ford-Terrell Fire and Rescue. Sherrills Ford-Terrell Fire and Rescue will use approximately \$20,000 of the requested funds to purchase & implement a new records management system. The remaining funds will be used as matching funds for a FEMA grant to purchase 800 MHz radios. The total estimated cost for both projects is between \$31,640 and \$33,640.

North Carolina requires fire departments to create and maintain records of all responses. These must be submitted to the State annually. Additionally, fire departments maintain personnel and training records and records of fire hydrant maintenance, apparatus maintenance, etc. Currently, Sherrills Ford-Terrell Fire and Rescue utilizes a system called Fire Central. Fire Central does not allow the department to enter and query data needed for daily operations in a timely fashion.

The request includes a program, installation, training, and all start up costs associated with transitioning from the current system to a new system, Emergency Reporting, which is anticipated to cost between \$18,000 and \$20,000. It will drastically improve the department's records management capabilities for fire and medical first response, mapping of emergency calls, apparatus response, water supply locations, personnel/training record management and pre-incident planning. This new system will also allow the department to track maintenance records for facilities, apparatus, hydrants and water points and allow the department to perform ongoing risk assessment throughout its district, which will further assist the department in targeting prevention, education, and emergency planning efforts.

The Hickory Fire Department sponsored a grant application to purchase additional 800 MHz radios for emergency response agencies throughout the county. The approved project cost of the grant is \$1,974,800. The Federal share is 90% or \$1,777,320 with the remaining 10% being the responsibility of the agencies participating in the grant. Sherrills Ford-Terrell Fire and Rescue's match is \$13,640. Over the last several years, the County has been transitioning to an 800 MHz communication system. This grant will facilitate that process and increase communication interoperability between emergency response agencies.

Historically, each department has its own fund balance, carried from year to year unless the department makes a request to appropriate it. The fund balance is created through tax revenue collections exceeding the projections established by the Budget Department prior to the fiscal year. A fire department may utilize 90% of its existing fund balance to address major projects such as buildings, building additions, truck replacement and other non-recurring needs such as equipment items. Ten percent of each department's fund balance is held for unforeseen expenditures during the budget year. Sherrills Ford-Terrell Fire and Rescue's fund balance will be \$3,256 after this appropriation.

CONTACT: DAVE HARDIN, PUBLIC INFORMATION OFFICER 465-8464



**CATAWBA COUNTY OFFICE OF SHERIFF**

**COY REID, SHERIFF**

P.O. Box 385 • 100-B South West Boulevard • Newton, North Carolina 28658-0385  
[www.catawbacountync.gov/depts/shf/](http://www.catawbacountync.gov/depts/shf/)

Office: 828-464-5241  
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April 14, 2014



Chair Kitty Barnes  
Catawba County Board of Commissioners  
Catawba County Government Center  
Newton, NC 28658

Dear Chair Barnes:

Upon my retirement effective 7/01/2014, I am requesting my service weapon and badge. This is pursuant to North Carolina Statute 20-187.2 of which a copy is enclosed. I have also enclosed my pistol purchase permit for the weapon.

I have been employed as a Deputy Sheriff for 42 years with Catawba County Sheriff's Office. I have enjoyed my tenure and have made many dear friends and acquaintances. I have enjoyed my years of service with the Sheriff's Office and would like to have these items to commemorate my service with the department.

I thank you for your consideration of my request.

Sincerely,

A handwritten signature in cursive script that reads "David W. Reep".

David W. Reep  
Catawba County Sheriff's Office

cc: Coy Reid, Sheriff  
J. Thomas Lundy, County Manager

Enclosures:  
Copy of Statute §20-187.2  
Original Pistol Purchase Permit

**§20-187.2. Badges and service side arms of deceased or retiring members of State, city and county law-enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city and county law-enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law-enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon securing a permit as required by G.S. 14-402 **et seq.** or 14-409.1 **et seq.**, or without such permit provided the weapon shall have been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law-enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law-enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law-enforcement officers, the head of the department.

(b) Active members of North Carolina State law-enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State from the sale of similar weapons during the preceding year. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122.)

# PISTOL PURCHASE PERMIT

## NORTH CAROLINA

2013-3404G

I, COY REID Sheriff of said county, do hereby certify that I have conducted a criminal

background check of the applicant DAVID WILLIAM REEP

whose place of residence is 2045 MONTCLAIR CIR

HICKORY . NC . 28602

in Catawba County, North Carolina and have received no information to indicate that it would be a violation of the State or Federal law for the applicant to purchase, transfer, receive or possess a handgun. The applicant has further satisfied me as to his, her (or) their good moral character. Therefore a license or permit is issued to:

DAVID WILLIAM REEP

to purchase one (1) pistol from any person, firm or corporation authorized to dispose of the same.

This license or permit expires five years from its date of issuance.

On this date 17-May-2013

Coy Reid SHERIFF

**NOTE: ORIGINAL MUST BE TURNED IN TO SELLER AT TIME OF PURCHASE**

## CATAWBA COUNTY PROGRAMS HONORED BY NATIONAL ASSOCIATION OF COUNTIES

Four Catawba County programs have been named winners of a 2014 National Association of Counties (NACo) Achievement Award.

The winning programs include a Public Health Farmers Market designed to offer fresh fruits and vegetables and improve community health; a computer access terminal that allows citizens at Hickory City Hall access to Permit Center staff in Newton; a program that streamlined the process for finding permanent placements for children in foster care, resulting in less trauma for the child and faster decisions; and a Commercial Recycling Program that is one of many initiatives that helped Catawba County attain the #1 ranking in the state in recycling, per person, in two of the last three years.

"NACo awards demonstrate Catawba County's continuing effort to find innovative and creative ways to deliver the very best services to our citizens," said Kitty Barnes, Chair of the Catawba County Board of Commissioners. "My fellow commissioners and I are very proud of this national recognition."

The NACo Achievement Awards program, now in its 43rd year, gives national recognition to significant and innovative programs that improve county organization, management and service delivery. Catawba County has won 199 awards over the history of the NACo program and has been honored during each of its 43 years.

The Catawba County **Public Health Farmers Market** won the third 2014 National Association of Counties Achievement Award. In partnership with the Women, Infants, and Children (WIC) program, the market's goal is to improve individual and community health by increasing access to fresh fruits and vegetables.

WIC clients receive Farmers Market Nutritional Program vouchers when available to supplement their WIC food benefits with fresh, local produce during the summer months. Of the 415 customers surveyed at last year's market, 88.4% said the market helped increase the amount of fresh produce their family ate. For surveyed WIC clients, that number was 95%.

"We started the market hoping to see not just increased access to healthy foods, but also increased redemption of WIC Farmers Market Nutritional Program vouchers," said Julie Byrd, WIC Director. "With the addition of this new market to our community, the WIC program had the third highest redemption rate, 62.9%, of Farmers Market Nutritional Program vouchers in North Carolina last year. The statewide average, which tends to hover around 50%, was 48.47% in 2013."

Catawba County Social Services' **Children and Youth Investment Team (CAY-IT)** also won a 2014 National Association of Counties Achievement Award. The program seeks to streamline the process for finding permanent placements for children in foster care, resulting in less trauma for the child and faster decisions. CAY-IT brings together professionals from several different governmental units to work collaboratively in planning for permanent placements for foster children who have been in care longer than average.

"The State's goal is for children to remain in foster care no longer than one year," said Regina Arrowood, CAY-IT Process Coordinator. "In March 2014, Catawba County Social Services cared for 201 foster children. Twenty of them had been in care 36 months or more, and 45 more had been in care more than 24 but less than 36 months. Mental health and legal issues are often the reasons for longer-than-average placement times for these children. The CAY-IT team meets every other month and includes social workers, social work supervisors, guardians ad-litem for the children, mental health professionals and residential care professionals. The CAY-IT approach is already yielding cross-disciplinary discussions, which help the team move more quickly toward the best outcome for each child."

The program has improved permanency planning for children in foster care by bringing a wide range of expertise to the planning process,” Arrowood added. “No longer are social workers making decisions without input from partners from the mental health and legal systems, which also impact these children. The result is a faster, better decision-making process. By pulling together different units that work on different parts of a child's treatment program, the CAY-IT team helps develop a more holistic approach to improving the child's life. It is well-known by adoption and foster care workers that foster care should be used for as short a time as needed, and the child should not be subjected to numerous foster care placements. By analyzing as a group what stands in the way of moving toward permanence, children can be moved through the system more quickly, resulting in less trauma to the child.”

Catawba County’s NACo Awards will be presented to County officials during the Association’s annual conference in New Orleans in July. Employees involved in the four programs will be recognized at an upcoming Board of Commissioners meeting and at the annual County Awards Night dinner in October.

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CONTACT:	AMANDA KAIN, RECYCLING COORDINATOR	828-465-8217
	JACK CHANDLER, ASST. DIR. OF UTILITIES/ENGINEERING	828-465-8940
	KELLY SCHERMERHORN, PUBLIC INFORMATION OFFICER (PH)	828- 695-5843
	MARGARET ALLEN, PUBLIC INFORMATION OFFICER (SS)	828-695-6583
	DAVE HARDIN, PUBLIC INFORMATION OFFICER	828-465-8464

## **CATAWBA COMMUNITIES TV SHOW WINS NATIONAL AWARD**

Catawba Communities, a monthly television show aired on Charter Communications Channel 192 featuring information about programs and services provided by local governments, school systems and associated agencies across Catawba County, has been honored nationally as one of the best examples in the United States of a cost-effective government program.

The show received a Meritorious Award from the National Association of County Information Officers (NACIO) at the Association's annual conference in New Orleans.

"The awards competition continually showcases the best communications and public relations projects from public information professionals throughout the country," said NACIO President Todd McGee, who serves as Public Relations director for the North Carolina Association of County Commissioners. "I know the judges had a difficult time in selecting the winners, and that is a testament to the great work that is being done to help citizens better understand what county governments do."

"Catawba Communities" airs at 8:00 p.m. on Tuesday and Thursday evenings on Charter Communications Channel 192 in Catawba County. Charter Communications also airs the program at random hours around the clock each day to ensure citizens have ample opportunity to view it. Several of the partner agencies, including the City of Hickory, City of Newton and Catawba County, also put the program on their You Tube channels.

"Catawba County is very pleased to have won this award and to be a part of Catawba Communities," said Dave Hardin, Catawba County Public Information Officer and a member of the team that produces the show. "The \$500 annual cost per government, school system or agency, is remarkably low when we consider the high quality of the program. We would never have had the program in the first place, and it would not be as good as it is, without the vision and hard work of Chris Sykes, Creative Services Supervisor at Charter Communications. The value of Chris's work each month is far greater than the cost to the partner agencies, and the judges of the NACIO awards recognized this. Catawba Communities is a great tool for us as we seek to inform more people, in a variety of ways, about the services provided by the county government and across our county."

Partners in funding the program include the City of Claremont, City of Conover, City of Hickory, Town of Maiden, City of Newton, Catawba County, Catawba County Schools, Hickory Public Schools, Newton-Conover City Schools, Catawba Valley Community College, Catawba County Chamber of Commerce, Catawba County Economic Development Corporation and Greater Hickory Convention and Visitor's Bureau.

Stories recently featured on Catawba Communities included a series on Innovate Catawba, a new initiative seeking to make Catawba County more economically competitive; profiles of one public school on each episode during the school year; the Catawba County Sheriff's Office Lake Patrol; the City of Hickory earning national Main Street designation; the City of Newton's new fire station; CVCC's Summerscapes program; the reopening for the summer of the splash pad in the City of Conover; and the City of Claremont's new logo.

## **CATAWBA COUNTY FINANCE OFFICE WINS 32ND STRAIGHT AWARD OF EXCELLENCE**

The work of a local government finance department is extremely detailed and must be precise. Once a budget is approved each year, a finance department must keep track of all expenditures and revenues to insure public funds are accounted for appropriately. A measure of the success of a finance department can be found in how its work compares to that of its peers.

The Catawba County Finance Department continues to achieve one of the nation's highest standards by this measure, as a winner of the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association (GFOA), for its Comprehensive Annual Financial Report for the fiscal year that ended on June 30, 2013. Catawba County has now won the award for 32 consecutive years.

The Certificate of Achievement for Excellence in Financial Reporting is presented to governmental units that the GFOA says "prepare and publish an easily readable, understandable comprehensive annual financial report covering all funds and financial transactions during the fiscal year."

Fewer than 250 government entities in the GFOA have received the Certificate of Achievement for Excellence in Financial Reporting for 32 or more consecutive years. This places Catawba County in the top 10% of governments that have submitted Comprehensive Annual Financial Reports to the GFOA for consideration.

"This Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management," said Stephen J. Gauthier, Director of the Technical Services Center of the GFOA. "Catawba County's report has been judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive 'spirit of full disclosure' to clearly communicate its financial story and motivate potential users and user groups to read the CAFR."

The County's Finance Department also received the Popular Annual Financial Reporting Award from the GFOA, for its "Annual Financial Highlights" for the fiscal year that ended on June 30, 2013.

"A panel of independent reviewers has completed its review of your Popular Annual Financial Report (PAFR)," Gauthier said. "We are pleased to notify you that your PAFR for the fiscal year that ended June 30, 2013, has substantially met the requirements of the PAFR program. In the absence of authoritative standards governing the presentation, these requirements were based on an evaluation of creativity, presentation, understandability, and reader appeal. The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews."

"We continue to receive these awards because of the tremendous support of the Catawba County Board of Commissioners, the dedication of our staff and their desire to achieve this recognition," said Catawba County's Finance Director, Rodney Miller. "Our staff continues to be committed to producing a comprehensive annual financial report that is easy to understand by the average reader and paints a clear picture of the financial activities of Catawba County. In addition, our staff has shown great initiative by preparing a summary of financial activity that is a model for other local governments to emulate. Both of these endeavors help the County achieve and maintain an attractive bond rating, since these nationally recognized financial reports are well received by bond rating agencies."

The Government Finance Officers Association is a non-profit professional association serving over 17,000 government finance professionals throughout North America.

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CONTACT:           RODNEY MILLER, FINANCE DIRECTOR  
                          DAVE HARDIN, PUBLIC INFORMATION OFFICER

828-465-8215  
465-8464



Government Finance Officers Association

**Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting**

Presented to

**Catawba County  
North Carolina**

For its Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2013**

Executive Director/CEO



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Catawba County  
North Carolina**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2013**

Executive Director/CEO

NO RECOMMENDED APPOINTMENTS

## **MEMORANDUM**

**TO:** Catawba County Board of Commissioners

**FROM:** Laurie Powell,

**DATE:** August 4, 2014

**IN RE:** North Carolina Housing Finance Agency 2014 Urgent Repair Program

### **REQUEST**

Staff requests the Board of Commissioners approve the following items associated with the Catawba County 2014 Urgent Repair Program Grant:

1. Agreement between the Western Piedmont Council of Governments (WPCOG) and Catawba County for the provision of Grant Management Assistance – Urgent Repair Housing Program – August 5, 2014 – January 31, 2016;
2. Project budget ordinance in the amount of \$75,000 for rehabilitation and administration; and
3. The 2014 NCHFA Urgent Repair Grant Assistance Policy and Procurement/Disbursement Policy for Catawba County's Urgent Repair Program.

### **BACKGROUND**

The North Carolina Housing Finance Agency awarded Catawba County the 2014 Urgent Repair Program Grant in the amount of \$75,000 in April 2014. The Program will assist approximately sixteen (16) low-income households by providing energy efficiency improvements and minor structural repairs. NCHFA allows up to \$800 a house for administration, work write-ups and inspections. The WPCOG contract is for \$12,800 which averages out to about \$800 a house. The remaining \$62,200 will be used for rehabilitation for urgent needs such as leaking roofs, non-functional heating units, etc. The WPCOG will provide day-to-day management of the program with administration oversight being provided by the Planning Department.

### **RECOMMENDATION**

Staff recommends the Board of Commissioners approve the following items associated with the Catawba County 2014 Urgent Repair Program Grant:

1. Agreement between the Western Piedmont Council of Governments (WPCOG) and Catawba County for the provision of Grant Management Assistance – Urgent Repair Housing Program – August 5, 2014 – January 31, 2016;
2. Project budget ordinance in the amount of \$75,000 for rehabilitation and administration; and
3. The 2014 NCHFA Urgent Repair Grant Assistance Policy and Procurement/Disbursement Policy for Catawba County's Urgent Repair Program.

**Revenue**

280-420114-627000	\$75,000
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**Expenditures**

280-420114-849117 - Administration	\$12,800
280-420114-849120 - Rehabilitation	\$62,200

**ORDINANCE#\_\_\_\_\_**

**CATAWBA COUNTY'S PROJECT BUDGET ORDINANCE  
FOR THE 2014 URGENT REPAIR GRANT**

Be it ordained by the County Commissioners of the Catawba County that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted.

Section 1. The project authorized is the North Carolina Housing Finance Agency Urgent Repair Grant described in the work statement contained in the Funding Agreement URP#\_\_\_\_\_ between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2014 Catawba County Urgent Repair Program.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Housing Finance Agency, and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project.

Revenues

North Carolina Housing Finance Agency-URP

NCHFA-URP Grants Revenue	\$75,000
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Section 4. The following amounts are appropriated for the project:

Expenditures

North Carolina Housing Finance Agency-URP

Rehabilitation-URP	\$62,200
WPCOG/Administration	<u>\$12,800</u>
	\$75,000

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Board.

Section 9. Copies of this grant project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this the 4th day of August, 2014.

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Chair

ATTEST:

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County Clerk

AGREEMENT BETWEEN THE  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND  
CATAWBA COUNTY  
FOR THE PROVISION OF  
GRANT MANAGEMENT ASSISTANCE:  
CATAWBA COUNTY URGENT REPAIR HOUSING PROJECT  
AUGUST 5, 2014–JANUARY 31, 2016

This AGREEMENT, entered into on this the 4th day of August, 2014, by and between the Western Piedmont Council of Governments (hereinafter referred to as the "Planning Agency") and Catawba County, North Carolina (hereinafter referred to as the "Local Government"); WITNESSETH THAT:

WHEREAS, the Planning Agency is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Planning Agency on May 17, 1972. Technical assistance shall consist of the provision of services as described in Attachment A, which is herein made a part of this Contract;

WHEREAS, the Local Government has requested the Planning Agency to provide such technical assistance to the Local Government; and

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

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Personnel.** That during the period of this Contract, the Planning Agency will furnish the necessary trained personnel to the Local Government.
2. **Travel/Printing.** The Local Government will pay for expenses related to conferences, conventions, seminars, local travel, etc. of the personnel when the Local Government requests or approves travel related to the Local Government's planning program, or if it is beneficial to both parties, the costs will be shared on an agreed-upon ratio.

The Local Government will also pay for expenses related to printing of report(s), mailings to advisory boards, and other costs not related to normal travel and staffing costs associated with personnel furnished by the Planning Agency.

3.

**Compensation.**

The Local Government will pay the Planning Agency an amount not to exceed \$12,800 (Twelve thousand eight hundred dollars), or \$800 (eight hundred dollars) per housing unit assisted, whichever is less, for the satisfactory performance of all services related to administration of the project as defined in the attached Scope of Services. Planning Agency personnel will keep an accurate record of time spent, which will serve as the basis for the amount charged to the Local Government per month. The Local Government will reimburse the Planning Agency monthly at a rate per hour for each of the personnel involved, which includes the salary, fringe benefits, travel and indirect costs, plus travel and other approved expenses. All other costs associated with the administration of the CDBG grant will be expended from the grant administration allowance budgeted for the Local Government. It is expressly understood and agreed that total compensation shall not exceed the maximum sum specified without prior approval of both agencies.

4. **Termination/Modifications.** The Local Government may terminate this Contract by giving the Planning Agency a thirty-day written notice. Furthermore, if there is a need to amend the proposal outlined in Attachment A, either party may do so with the written approval of the other.
5. **Time of Performance.** The Planning Agency shall ensure that all services required herein shall be completed and all required reports, maps, and documents submitted during the period beginning August 5, 2014 and ending January 31, 2016.
6. **Interest of Members, Officers, or Employees of the Planning Agency, Members of the Local Government, or Other Public Officials.** No member, officer, or employee of the Planning Agency or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The Planning Agency shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

7. **Nondiscrimination Clause.** No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded in whole or in part with funds available under the Housing and Community Development Act of 1974, Section 109.
8. **Age Discrimination Act of 1975, as amended.** No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
9. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified disabled person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
10. **Access to Records and Record Retainage.** All official project records and documents must be maintained during the operation of this project and for a period of three years following closeout, in compliance with 15 NCAC 13L Rule .0911, Recordkeeping. The North Carolina Housing Finance Agency, US Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Planning Agency which are pertinent to the execution of this Agreement, for the purpose of making audits, examinations, excerpts, and transcriptions in compliance with 15 NCAC 13L Rule .0911, Recordkeeping.
11. **Liquidated Damages Clause.** If the project fails to be carried out within the time frame outlined in the administrative proposal due to activities attributed to the Planning Agency, the Local Government may assess the Planning Agency a sum in the amount of \$100 per week for any subsequent weeks until completion.
12. **Termination of Agreement for Cause.** If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or violate any of the covenants, conditions, or stipulations of this Agreement, the Local Government shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof. In

such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared under this Agreement shall, at the option of the Local Government, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials in direct proportion to the extent of services actually completed.

13. **Grantee Assurances.** In the performance of this Agreement, the Planning Agency shall comply with all applicable federal rules and procedures outlined on the attached pages as E.O. 11246 Clause, the Section 3 Clause and Lobbying Clause (Attachments B,C and D).

IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of the date first above written.

LOCAL GOVERNMENT:  
CATAWBA COUNTY

PLANNING AGENCY:  
WESTERN PIEDMONT COUNCIL OF GOV'TS.

By: \_\_\_\_\_ By: \_\_\_\_\_  
County Manager Executive Director

LOCAL GOVERNMENT: PLANNING AGENCY:  
By: \_\_\_\_\_ By: \_\_\_\_\_  
Chair Chairman

Preaudit statement:

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

By: \_\_\_\_\_  
Local Government Finance Officer

CATAWBA COUNTY  
GRANTS MANAGEMENT ASSISTANCE  
WORK PROGRAM/BUDGET  
AUGUST 5, 2014– JANUARY 31, 2016

ATTACHMENT A  
SCOPE OF SERVICES

The following work program and budget are presented as descriptive of the work and dollar amounts requested in the Agreement concerning planning activities by the Western Piedmont Council of Governments for Catawba County.

Laurie Powell and Ken Hollar, CD Administrators, will be responsible for administering this project.

Work Program

Professional services necessary to administer all aspects of the project will include but not be limited to the following:

Laurie Powell will serve as Project Administrator and will be responsible for general grant administration. Quarterly status reports will be prepared and submitted to the Catawba County Board of Commissioners highlighting accomplishments and expenditures for the period. Working with the Catawba County Community Development staff, the Administrator will be responsible for public notification of grant funding, applicant intake and assistance eligibility. Other duties of the Administrator will include, but not be limited to the following:

- Preparation of required program policies, plans and procedures to govern the project and maintenance of same.
- Program financial management including processing invoices and payment for services related to the program and requisitions for payment from NCHFA.
- Applicant notifications and income, ownership verification, and notice of eligibility.
- Scheduling housing inspections with the Homeowner and Project Inspector, Mr. Hollar.
- Coordination with Program Selection Committee.
- Preparation of program documents, i.e.; Work Contract, Contractor's Release of Liens, Grant Agreement, Final Inspection Form and Owner Certificate of Satisfaction for a minimum of sixteen (16) homes.
- Preside at pre-construction conferences.
- Resolve disputes between homeowners and contractors, etc.
- Be present at all monitoring visits by NCHFA personnel.

Duties of the Project Inspector, Ken Hollar will include, but not be limited to the following:

- Initial, bi-weekly and final housing inspections.
- Preparation of work write-up, bid packets, cost estimates and bid openings.
- Be present at all pre-construction conferences.
- Monitor compliance with URP Program Rehabilitation Standards and all applicable local and state building codes.
- Serve as Lead Based Paint Inspector and follow all program requirements as related to same.
- Verification of Contractor eligibility.
- Initiate contractor payments and approve change orders as needed.

Catawba County will be responsible for the following:

- Adequate office space including utilities.
- Direct payment of URP funds for legal and audit services and general administrative costs.
- All administrative costs not specifically identified as WPCOG responsibilities.

#### Time of Performance

The WPCOG will complete all activities involved in administration of this project in an 18-month period beginning August 5, 2014, and ending January 31, 2016.

#### Budget

The WPCOG will provide these administrative and construction services for a fee not to exceed \$12,800. The budget is broken down as follows:

Salaries	\$ 5,800
Fringe Benefits	3,074
Travel	1,287
Indirect	<u>2,639</u>
Total	\$ 12,800

#### Assurances

Assurances are attached as a part of the Agreement.

#### Amendments

This scope of services and budget may be amended as desired by mutual

consent of the Local Government and Planning Agency.  
ASSURANCES OF COMPLIANCE

## ATTACHMENT B

### Executive Order 11246

During the performance of this Contract, the contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to the following: recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.
- 3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, notice advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## ATTACHMENT C

### Section 3 Clause

"Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities

a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment and training.

d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice of knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors or assigns to those sanctions specified by the grant or loan agreement of contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

## ATTACHMENT D

### Lobbying Clause

No Federal appropriated funds have been paid or will be paid, by or on behalf of the Planning Agency or the Local Government, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Planning Agency and/or the Local Government shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**Catawba County  
Assistance Policy  
For the 2014 Cycle of the Urgent Repair Program**

**What is the Urgent Repair Program?** Catawba County has been awarded \$75,000 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2014 cycle of the Urgent Repair Program (“URP14”). This program will be used to provide urgent repair funds to sixteen (16) homes scattered throughout all of Catawba County, including all towns, cities and municipalities with the exception of the City of Hickory in the 2014/2015 fiscal year. This program provides funds to assist very-low and low- income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as frail elderly and persons with disabilities

This Assistance Policy describes who is eligible to apply for assistance under URP14, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. Catawba County has tried to design this URP14 project to be fair, open, and consistent with its approved application for funding and with NCHFA’s URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

**Eligibility** To be eligible for assistance under URP14 applicants

- 1) must reside within the limits of Catawba County and own and occupy the home in need of repair
- 2) must have a household income which does not exceed 50% of each County’s median income for the household size (see income limits below)
- 3) must have a household member who has a special need (i.e., elderly - at least 62 years old, handicapped or disabled, a single parent with at least one dependent child living at home, a large family with  $\geq 5$  household members or a household with a child below the age of six with an elevated blood lead level.)
- 4) must have urgent repair needs, which can not be met through other state or federally- funded housing assistance programs

**URP14 Income Limits for Catawba County**

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$10,400	\$17,300
2	\$11,850	\$19,800
3	\$13,350	\$22,250
4	\$14,800	\$24,700
5	\$16,000	\$26,700
6	\$17,200	\$28,700
7	\$18,400	\$30,650
8	\$19,550	\$32,650

**Advertisement of Urgent Repair Program** Catawba County will either advertise or will publish an article in the local newspaper serving Catawba County (The Hickory Daily Record or The Observer News Enterprise). Catawba County has retained names of individuals who have in the past requested housing assistance through the Western Piedmont Council of Governments (WPCOG). WPCOG staff will send each of these individuals the Assistance Policy and an application for assistance when the program is advertised in the newspapers.

### **Selection of applicants**

Income and property ownership will be verified, and eligibility requirements be determined.

The applicants from each county selected to receive assistance through the WPCOG Urgent Repair Program will be selected on a first-come, first-served basis within appropriate income categories. Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size (very low-income), and no household with an income exceeding 50% of the area median income (low-income) will be eligible. In the event of a life-threatening situation, a household could be served immediately.

Recipients of assistance under the URP14 will be chosen by the above criteria without regard to race, religion, sex, color, national origin, handicapping condition or family status of the owners or occupants.

**The definitions of special needs' populations under URP14 are:**

- *Elderly:* An individual aged 62 or older.
- *Disabled:* A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. A person whose sole impairment is alcoholism or drug addiction shall not be considered handicapped or disabled under the URP14.
- *Large Family:* A large family household is composed of five or more individuals; at least four are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members except full-time students are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Child with elevated blood lead level:* a child below the age of six with an elevated blood lead level.

**Client Referrals for Support Services** Many of the homeowners assisted may also need other services. When the Administrator and the Housing Specialist meet at the home to develop the work write-up, the Administrator will educate the homeowner about available resources and programs that are available to the applicant. If available, pamphlets or other printed materials will be given to the applicant. With the applicant's permission, the Administrator will then contact the agency on behalf of the client to ensure that needed services and assistance are available. A case management system will be in place that will provide for follow-up of these services. The Administrator will contact the agency to be certain that these special needs were provided. Agencies in the referral network include the Department of Social Services (food stamps, fuel assistance, other assistance), Health Department (health care), Home Health Care Agencies (health care, housekeeping and transportation), Greenway Public Transportation, Senior Center (socialization and other services), County Tax Office (Homestead Act), local crisis centers (food, clothing and emergency services), Nutrition Sites (meals), Veteran's Administration (benefits), Duke Power (reduced rates for SSI head-of-households), Independent Living.

**What is the form of assistance under URP14?** Catawba County will provide assistance to homeowners, whose homes are selected for repair/modification, in the form of a **loan**. Homeowners will receive an **unsecured deferred, interest-free loan**, forgiven at a rate of \$1,000 per year, until the principal balance is reduced to zero.

**What is the amount of the loan?** The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the WPCOG's Rehabilitation Specialist. There is no minimum to the amount of the loan; however the maximum life-time limit according to the guidelines of URP14 is \$8,000.

**What kinds of work will be done?** Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the Catawba County's URP. It should be noted that all deficiencies in a home may not be rectified with the available funds. The URP14 program does not obligate Catawba County or the North Carolina Housing Finance Agency to make the home conform to any local, state, or federal housing quality standards.

No roofs will be completed for double wide mobile homes.

All work that is completed under URP14 must meet or exceed NC Residential Building Code.

**Who will do the work on the homes?** Catawba County is obligated under URP14 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the Catawba County will invite bids only from contractors who are part of an "approved contractors' registry".

To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, (2) have North Carolina Renovation, Repair and

Painting Firm Certification, (3) receive the “conditional approval” of Catawba County. Once a contractor who has been conditionally approved has successfully completed one job for the Catawba County, his or her status is upgraded to “regular approval”, meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation contractors that are not on Catawba County’s Approved Contractors Registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. “Responsive and responsible” means the contractor (1) is deemed able to complete the work in a timely fashion, and (2) that the bid is within 15% (in either direction) of the WPCOG’s cost estimate.

In the case of a life threatening emergency, bids may be solicited by telephone or facsimile.

### **What are the steps in the process, from application to completion?**

- 1. Completing an Application form:** Apply by contacting Laurie Powell, 828-322-9191 ext. 249 Community Development Administrator, at the Western Piedmont Council of Governments. Proof of ownership and income will be required. Those who have applied for housing assistance from Catawba County in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2. Screening of applicants:** Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified.
- 3. Preliminary inspection:** The WPCOG’s Rehabilitation Specialist, Ken Hollar, and a Program Administrator will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications. The Eligibility Certificate will be completed at this time. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The owner will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with the project.
- 4. Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview. If staff determines the need for support services, those services will be explained at this time.
- 5. Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specification (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.

- 6. Bidding:** The work write-up and bid documents will be mailed to a minimum of three contractors on the Approved Contractors' Registry who will be given one week in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the WPCOG's Community Development Office at a specified date and time, with all bidders and the homeowner invited to attend.
- 7. Contractor selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the WPCOG's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.
- 8. Execution of loan and contract:** A promissory note will be executed as well as the repair/modification contract. This contract will be between the contractor and the homeowner, with the WPCOG signing as an interested third party.
- 9. Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the WPCOG will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.
- 10. Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP14. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 11. Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives (one from the WPCOG and one from Catawba County). If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by Catawba County, and executed by the owner.
- 12. Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up, as well as, the receipt, by Catawba County, of the contractor's invoice and a release of liens, signed by all any sub-contractors employed on the job and by all material suppliers from whom materials for the job were purchased.

**13. Post-construction conference:** Following construction the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.

**14. Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

**What are the key dates?** If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting fall of 2014.
- All work will be under contract by November 30, 2015.
- All rehabilitation work must be completed by December 31, 2015.

**How do I request an application?** Just contact:

Laurie Powell (828-322-9191 ext. 249)  
Western Piedmont Council of Governments  
P.O. Box 9026  
Hickory, NC 28603

Or pick up an application at the WPCOG's offices, 1880 2<sup>nd</sup> Avenue NW, Hickory or at the Administrative Offices of Catawba County.

**Is there a procedure for dealing with complaints, disputes and appeals?** Although the application process and repair/modification guidelines are meant to be as fair as possible, Catawba County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Laurie Powell within five days of the initial decision and voice his/her concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. Any complaint and/or appeal must be submitted in writing to Catawba County Program Administrator at the following address:

Program Administrator-Laurie Powell  
Catawba County Urgent Repair Program  
C/O Catawba County Planning and Recreation  
P.O. Box 389  
Newton, NC 28658

Phone: (828) 322-9191, Ext#249  
TDD Relay # 1-800-735-2962

3. A written appeal must be made within 10 business days of the initial decision on an application.
4. Catawba County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the Catawba County.
4. Should the mediation conference fail to resolve the dispute, the Rehabilitation Specialist will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

**Will the personal information provided remain confidential?** Yes. All information in applicant files will remain confidential. Access to the information will be provided only to the WPCOG employees and Catawba County employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

**What about conflicts of interest?** No officer, employee or other public official of the Catawba County, or member of the Commissioners Board, or entity contracting with the Catawba County who exercises any functions or responsibilities with respect to URP14 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Catawba County employees, Commissioners Board Members and others closely identified with Catawba County or the WPCOG may be approved for rehabilitation assistance only upon public disclosure before the Catawba County Policy Board and written permission from NCHFA.

**What about favoritism?** All activities under URP14, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

**Who can I contact about URP14?** Any questions regarding any part of this application or program should be addressed to:

Laurie Powell (828-322-9191, Ext#249)  
Western Piedmont Council of Governments  
PO Box 9026  
Hickory, NC 28603

Copies of all referenced materials contained in this Assistance Policy may be obtained from Catawba County, 100-A SW Blvd, PO Box 389, Newton, NC 28658.

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this 4<sup>th</sup> day of August, 2014.

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Attest

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Chair  
Catawba County Board of Commissioners

**CATAWBA COUNTY  
URGENT REPAIR PROGRAM (URP 14)  
PROCUREMENT AND DISBURSEMENT POLICY**

**PROCUREMENT POLICY**

1. To the maximum extent practical, Catawba County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of Catawba County's approved contractor registry. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the Rehabilitation Specialist, submit proof of insurance and have North Carolina Renovation, Repair and Painting Firm Certification.) Any contractor listed with and approved by Catawba County and in good standing will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on Catawba County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the WPCOG's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of Catawba County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. Catawba County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, Catawba County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.

10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

**DISBURSEMENT POLICY**

1. All repair work must be inspected by (a) the WPCOG’s Housing Inspector, and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the WPCOG’s Housing Inspector, payment may be withheld until such time the work is satisfactory. (Contractors may follow Catawba County’s Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. Catawba County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the 4<sup>th</sup> day of August, 2014.

**Catawba County**

BY: \_\_\_\_\_  
Chair, Catawba County Board of Commissioners

ATTEST: \_\_\_\_\_  
Clerk to the Board of Commissioners

**CONTRACTORS STATEMENT:**

I have read and understand the attached Procurement and Disbursement Policy.

BY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Mark Pettit, Assistant Emergency Services Director

DATE: August 4, 2014

RE: Pyrotechnics Permit Application

### Request

Staff requests the Board of Commissioners approve a Pyrotechnics Permit to the Greater Hickory Classic Foundation/Rock Barn Golf and Spa.

### Background

The Greater Hickory Classic Foundation/Rock Barn Golf and Spa has submitted a Pyrotechnic Permit application. The requested permit is for a fireworks display to be conducted on September 28, 2014 at 3791 Clubhouse Drive in Conover, North Carolina. This display is a part of the 2014 Greater Hickory Kia Classic at Rock Barn. The display is scheduled to occur at 8:30 p.m. and will last approximately 30 minutes.

Rock Barn Golf & Spa has contracted with Pyrotechnico, which has a valid "Outdoor Pyrotechnics Display Operators Permit" through the North Carolina Department of Insurance, Office of State Fire Marshal. Based on the application, all statutory requirements have been or will be met. If at any time, any requirement of the permit is not satisfied the Fire/Rescue Division will immediately revoke the permit.

### Recommendation

Staff recommends the Board of Commissioners approve this Pyrotechnics Permit to the Greater Hickory Classic Foundation/Rock Barn Golf and Spa.



Emergency Services  
PO Box 389  
100-A Southwest Boulevard  
Newton, NC 28658  
Telephone: 828-465-8233  
www.catawbacountync.gov

## PERMIT TO POSSESS AND DISPLAY REGULATED PYROTECHNICS

The applicant, The Greater Hickory Classic Foundation/Rock Barn Golf and Spa., having met or asserting it will meet, all the requirements of NCGS 14-410, 14-413, 58-82A-3 and Chapter 33 of the NC Fire Prevention Code, the Catawba County Board of Commissioners hereby authorizes Pyrotechnico to possess and display pyrotechnics provided all statutory regulations and conditions asserted in the application are met at all times.

When atmospheric conditions, local circumstances or a ban on outdoor burning has been issued, the Fire/Rescue Division of the Catawba County Emergency Services Department has the authority to approve a new date for the pyrotechnics display.

The scheduled time and date of discharge are: September 28<sup>th</sup>, 2014 at 8:30 p.m.

The Fire/Rescue Division has the authority to revoke this permit at any time if any requirements are not being met.

Signed this \_\_\_ day of \_\_\_\_\_, 2014.

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Katherine W. Barnes, Chair  
Catawba County Board of Commissioners



## MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Mark V. Pettit, Assistant Emergency Services Director

DATE: August 4, 2014

SUBJECT: Appropriation of \$29,300 in existing fund balance to Sherrills Ford-Terrell Fire Rescue.

### Request:

Staff requests the Board of Commissioners approval of the appropriation of existing fund balance in the amount of \$29,300 for Sherrills Ford-Terrell Fire Rescue. Sherrills Ford-Terrell Fire Rescue will use approximately \$20,000 of the requested funds to purchase and implement a new records management system. The remaining money will be utilized as matching funds for a FEMA grant to purchase 800 MHz radios. The total estimated cost for both projects is between \$31,640 and \$33,640.

### Background:

North Carolina requires fire departments to create and maintain records of all responses. These records must be submitted to the State annually. Additionally, fire departments maintain personnel and training records, fire hydrant maintenance, apparatus maintenance, etc. Currently, Sherrills Ford-Terrell Fire Rescue utilizes a system called Fire Central. Fire Central does not allow the department to enter and query data needed for daily operations in a timely fashion.

This request includes the program, installation, training, and all start up costs associated with transitioning from the current system to a new system. The new system, Emergency Reporting, is anticipated to cost between \$18,000 and \$20,000. It will drastically improve the department's records management capabilities for fire and medical first response, mapping of emergency calls, apparatus response, water supply locations, personnel/training record management and pre-incident planning. This new system will also allow the department to track maintenance records for facilities, apparatus, hydrants and water points as well as administrative records. The new system will allow the department to perform ongoing Risk Assessment throughout their district which will further assist them in targeting their prevention, education, and emergency planning efforts.

Hickory Fire Department sponsored a grant application to purchase additional 800 MHz radios for Emergency Response agencies throughout the County. The approved project cost of the grant is a total of \$1,974,800. The Federal share is 90% or \$1,777,320 with the remaining 10% being the responsibility of the agencies participating in the grant. Sherrills Ford-Terrell Fire Rescue's match is \$13,640. Over the last several years the County has been transitioning to an 800 MHz communication system. This grant will facilitate that process and increase communication interoperability between emergency response agencies.

Historically, each department has their own fund balance which is carried from year to year unless the department makes a request to appropriate it. The fund balance is created through tax revenue collections exceeding the projections established by the Budget Department prior to the fiscal year. The Fire Department can utilize ninety percent of the existing fund balance to address major projects such as buildings, building additions, truck replacement and other non-recurring needs such as equipment items. Ten percent of each department's fund balance is held for unforeseen expenditures during the budget year. The Sherrills Ford-Terrell Fire Rescue fund balance will be \$3,256 after this appropriation.

Recommendation:

Staff recommends the Board of Commissioners approval of the appropriation of existing fund balance in the amount of \$29,300 for Sherrills Ford-Terrell Fire Rescue.

Appropriation of Existing Fund Balance

357-260010-690100                      \$29,300

Fund Balance

Expense

357-260010-849010                      \$29,300

Fire Protection