

***WARREN COUNTY
BOARD OF COMMISSIONERS***

Wednesday, April 16, 2014

***5:45 pm Public Hearing
6:00 pm Special Meeting***

(Work Session – Cancelled)

***WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA***

Prepared by:

***Angelena Kearney-Dunlap
Clerk to the Board of County Commissioners***

5:45 pm

**Community Development
Block Grant (CDBG)
Infrastructure Grant Program
2nd Public Hearing**

2nd Public Hearing

Agenda

1. Chairman or designee call Public Hearing to Order at 5:45 pm
2. Clerk to the Board Read Notice of Public Hearing
3. Overview of CDBG Infrastructure Grant Program Application - Karen Foster, Grants Administrator with Kerr Tar Regional Council of Government
4. Citizens Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

**Chairman or designee
call Public Hearing to
Order**

Public Hearing - Item # 2

Affidavit of Printer's Proof

NORTH CAROLINA
WARREN COUNTY

I, Mary Lou Cheek, Office Manager of
The Warren Record, a weekly
spaper publication in the town of
Warrenton, Warren County, and state of
North Carolina, do so solemnly swear
a legal action entitled:

Public

Notice

CDBG

A copy of which is made a part of
this affidavit, did appear in the said The
Warren Record in the following
descriptive issues:

4/2, 2014

Mary Lou Cheek
Office Manager

Printed on and subscribed before me this
day of April, 2014.

Lucille Lee Weldon
Notary Public

Commission expires: 12-6-14.

**PUBLIC NOTICE
WARREN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT-INFRASTRUCTURE**

Notice is hereby given that the Warren County Board of Commissioners will hold the second of two required Public Hearings on the North Carolina Department of Environment and Natural Resources' (DENR) Community Development Block Grant Infrastructure (CDBG-I) program. The second public hearing will be held on Wednesday, April 16, 2014 at 5:45 p.m. at the Warren County Armory Civic Center, 501 US Highway 158 BUS E, Warrenton, NC 27589

CDBG-I Programs are federally funded through the NC Department of Environment and Natural Resources to construct public water and sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51 percent.

The proposed project for the CDBG-I Grant is the rehabilitation of the Pleasant Hill Pump Station. The County of Warren is prepared to submit a grant request for the amount of \$670,000.00 to cover the cost of the rehabilitation.

Any and all interested citizens are invited to attend this Public Hearing. Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant-Infrastructure program should be addressed to:

Linda T. Worth, Warren County Manager
602 W Ridgeway St.
Warrenton, North Carolina 27589
252-257-3115 office
252-257-5971 fax
lworth@co.warren.nc.us

Warren County is an equal opportunity employer and service provider. Public improvements, housing rehabilitation assistance and other public programs are administered without regard to age, race, color, creed, sex, religion, familial status, handicap, sexual preferences or national origin. Minority, female and underutilized businesses, along with businesses who utilize the employment of women and or minorities are encouraged to inquire about and bid on CDBG-I programs. Assistance or special aids for the handicapped are available upon request prior to meetings.

Esta información está disponible en español o en cualquier otro idioma que necesite. Por favor, póngase en contacto con Kristie Harris al 1-252-257-5000 o Hilda Benedict al 1-252-257-1185 para esta solicitud.



**Overview of CDBG Infrastructure
Grant Program Application**

- - -

**Karen Foster
Grants Administrator
Kerr Tar Regional COG**

North Carolina Water/Wastewater Common Application Form

For use by ARC and DENR applicants

Agency Use Only

In an effort to streamline the application process, North Carolina funding agencies created this common application form for applicants to utilize when requesting water/wastewater grant/loan funds. Additional material required by each funding agency can be found in the appendices.

Fully complete each section of this application form and be sure to include all additional information requested by involved funders (found in appendices).

Descriptive Project Title: Warren County - Pleasant Hill Sanitary Sewer Pump Station Replacement
(Title should stay consistent with each agency request.)

Indicate the status of this application:

- NEW APPLICATION
 REVISION
 RESUBMITTAL

• Former project title: _____

Select organization(s) involved in this request (check all that apply)

- ARC [Appalachian Regional Commission](#)
Date submitted _____
- DENR-CW [NC Dept. of Environment and Natural Resources \(Clean Water\)](#)
Date submitted _____
- DENR-DW [NC Dept. of Environment and Natural Resources \(Drinking Water\)](#)
Date submitted _____
- DENR-CDBG-I [NC Dept. of Environment and Natural Resources \(Infrastructure\)](#)
Date submitted _____

GENERAL INFORMATION

Legal Name of Applicant / Unit: County of Warren County: Warren

Name of Chief Elected Official: Mrs. Bertadean Baker Title: Chairperson, Board of Commissioners

Name of Authorized Representative (if different from above): _____
Title: _____

Mailing Address: _____ Street Address: _____

City: Warrenton State: NC Zip: 27589

Primary Telephone(s): 252-257-3115 Fax: 252-257-5971

Email: lworth@co.warren.nc.us Federal Tax ID #: 56-6000348

North Carolina Water/Wastewater Common Application Form

For use by ARC and DENR applicants

Type of Applicant (check those that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Municipality | <input type="checkbox"/> Water / Sewer District | <input type="checkbox"/> Joint Agency Pursuant to G.S. 160A-20 |
| <input checked="" type="checkbox"/> County | <input type="checkbox"/> Metro Water / Sewer District | <input type="checkbox"/> Joint Agency Pursuant to G.S. 63-56 |
| <input type="checkbox"/> Non Profit Water Corporation | <input type="checkbox"/> Water / Sewer Authority | <input type="checkbox"/> Sanitary District |
| <input type="checkbox"/> Other (be specific): _____ | | |

Application Prepared by:

Name: Karen Foster Title: Community Development Planner

Primary Telephone: 252-436-2040 Fax: 252-436-2055

Email: kfoster@kerrtarcog.org

Name of Engineering Firm: Rivers & Associates, Inc.

Name of Engineer: Fred Stowe, P.E.

Mailing Address (if other than above): PO Box 929

City: Greenville State: NC Zip: 27858

Primary Telephone: 252-752-4135 Fax: 252-752-3974

Email: fstowe@riversandassociates.com Federal Tax ID #: 56-0705765

PROJECT TYPE

Check all that apply:

- DRINKING WATER**
- Drinking Water Source
- Drinking Water Treatment
- Drinking Water Transmission/Distribution
- Drinking Water Storage
- Other: explain in project description
(Including green projects)

- WASTEWATER**
- Wastewater Treatment
- Wastewater Collection
- Water Reclamation or Land Application facilities
- Sewer System Rehab
- Other: explain in project description
(Including green projects)

Projected Construction START Date: _____ County(s) Served: Warren

**# of NEW customers (connections)
TO BE SERVED by project**

	Water	Wastewater
Residential		
Business		
Total(s)		

of customers (connections) CURRENTLY served

	Water	Wastewater
Residential	161	86
Business	32	8
Total(s)	193	94

North Carolina Water/Wastewater Common Application Form

For use by ARC and DENR applicants

Project Description

PROJECT DESCRIPTION

The project consists of the construction of a new packaged vacuum-primed wastewater pump station, the installation of a new 6 ft. diameter precast concrete wet well, new emergency generator and automatic transfer switch, new supervisory control and data acquisition (SCADA) system, new electrical gear, associated yard piping and site work, approximately 3,260 linear feet of 6" sewer force main and associated appurtenances to replace the existing Pleasant Hill Wastewater Pump Station and force main which was originally constructed in 1977 to serve the Pleasant Hill Subdivision located in Soul City in Warren County, North Carolina. The project will be implemented by Warren County through the Public Utilities Department and its Engineering Consultant. A construction contract will be publically advertised and awarded to the lowest responsive, responsible bidder.

RATIONALE

The existing wastewater pump station and force main have been in service for approximately 37 years. A portion of the existing force main was replaced in 2004 to re-route a section that had become inaccessible for maintenance because of wet, swampy conditions that developed along Fishing Creek due to beaver activity. The existing pump station is a prefabricated steel, underground wet pit, dry pit arrangement that is currently obsolete and dangerous due to confined space entry issues. The old pumps and motors have had numerous mechanical failures in recent years due to age and severe corrosion taking place in the damp, underground environment. In addition, the old emergency generator and transfer switch have been inoperable for several years, and cannot be repaired because parts can no longer be obtained for the obsolete equipment. To date, Warren County has not received any notices of violation from NCDENR because County personnel have taken necessary measures to avoid sewer spills at times when the pump station was out of service due to failed equipment. Prolonged failure of the pump station would adversely impact sewer service to 21 existing residential customers. In addition, a sewer spill resulting from the failure of the pump station would directly impact Fishing Creek which is within approximately 400 feet of the site.

BENEFITS

Replacement of the aging pump station and force main would greatly increase the reliability of uninterrupted sewer service to the existing 21 customers, and reduce the potential for direct environmental impact to Fishing Creek that would result from a failure of the pump station or ruptured force main. In addition, maintenance and repair costs as well as personnel time required to keep the aging pump station in operation would be significantly reduced allowing these resources to be utilized elsewhere more beneficially. The new emergency generator will also serve to increase the reliability by allowing continuous operation of the facility during prolonged power outages, which will greatly reduce the potential for a sewer spill and provide uninterrupted sewer service.

PERFORMANCE MEASUREMENT

Implementation of the project will provide Warren County with a reliable sewer system to continue serving the residents of the Pleasant Hill Subdivision for many years. In addition, potential for environmental impact due to failure of the pump station, prolonged power outage or ruptured force main will be greatly reduced. As previously mentioned, the pump station currently serves 21 existing residential customers in the Pleasant Hill Subdivision; however, there are still approximately 91 undeveloped lots in the subdivision and several acres that are currently not subdivided within the service area of the pump station. Therefore, implementation of the proposed project would help ensure that adequate facilities are in place to serve the service area.

North Carolina Water/Wastewater Common Application Form

PROJECT BUDGET

For use by ARC and DENR applicants.

Complete the project budget addressing the categories provided in the table below (*insert rows/columns as needed*).

NOTE: Engineering costs shall be held to the EPA fee curve, depending on the funding partner.

	DENR CDBG-I	DENR SRF	ARC	Local	Other	Total Cost Amount
Cost Description						
Wastewater Pump Station Replacement	\$ 370,000.00					\$370,000.00
Sewer Force Main Replacement	\$ 111,300.00					\$111,300.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Construction Sub -Total	\$481,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$481,300.00
Contingency	\$ 48,130.00					\$48,130.00
Engineering Design	\$ 72,000.00					\$72,000.00
Permitting						\$0.00
Land Surveying Costs	\$ 18,000.00					\$18,000.00
Easement Preparation						\$0.00
Closing Fee (if applicable)						\$0.00
Construction Administration/Observation	\$ 97,000.00					\$97,000.00
Grant and/or Loan Administration	\$ 80,000.00					\$80,000.00
Legal Costs	\$ 5,000.00					\$5,000.00
Other (specify)						\$0.00
Administration Sub-Total	\$320,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320,130.00
						\$0.00
TOTAL PROJECT COST	\$801,430.00	\$0.00	\$0.00	\$0.00	\$0.00	\$801,430.00
Status of Funding (pending or secured)						

North Carolina Water/Wastewater Common Application Form

For use by ARC and DENR

CERTIFICATION BY CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

The attached statements and exhibits are hereby made part of this application and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. He/She further certifies that:

- 1 as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- 2 the governing body agrees that if a grant and/or loan is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- 4 the applicant has substantially complied with or will comply with all federal, state and local laws, rules and regulations and ordinances as applicable to this project;
- 5 the applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, administration and repayment of all principle and interest on loans of the project;
- 6. the applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the applicant's most recent audit report, and that the applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- 7. the project budget provided on page 4 of this North Carolina Water/Wastewater Common Application Form includes all funding requested from all sources of funding proposed for this project; and
- 8. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local governments only.)

SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

Bertadean Baker

Chairman

TYPED NAME

TYPED TITLE

DATE

CERTIFICATION BY PROFESSIONAL ENGINEER

The attached cost estimate for the proposed project was prepared or reviewed by a professional engineer and are reasonable estimates for the work after consideration of at least three alternative approaches. Please sign and affix the professional engineer seal to attest to this work:

SIGNATURE OF PROFESSIONAL ENGINEER

Fred Stowe

Professional Engineer

TYPED NAME

TYPED TITLE

DATE

Citizens' Comments

PUBLIC HEARING PROCEDURES

▶ **This 2nd public hearing is being held to hear citizens' comments regarding Proposed Community Development Block Grant (CDBG) Infrastructure Grant Program Application**

RULES:

- ▶ **Please sign up to speak**
- ▶ **The maximum time allotted to each speaker will be 5 minutes.
The Clerk to the Board will keep time.**
- ▶ **Any group of people who support or oppose the same position
should designate a spokesperson.**
- ▶ **Please address only those items which might not have been
addressed by a previous speaker.**
- ▶ **Order and decorum will be maintained during this hearing.**
 - ▶ **Two questions are permitted by each speaker.**

*Warren County
Board of Commissioners*

Comments

From

Warren County Manager

and/or

Board of Commissioners

Public Hearing - Item # 6

Adjourn

April 16, 2014

**CDBG Infrastructure Project
Public Hearing**



Call to Order

April 16, 2014

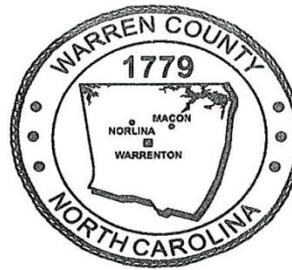
6:00 pm

Special Meeting

By

Chairman or Designee

**Clerk Read
Notice
Of
Special Meeting**



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

NOTICE

**Warren County Board of Commissioners
Special Meeting**

Bertadean Baker, Chairman
Jennifer Jordan, Vice Chairman
Ruby Downey
Barry Richardson
Ulysses S. Ross

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Wednesday, April 16, 2014 at 6:00 pm in the Warren County Armory Civic Center, Warrenton, NC.

The purpose of this Special Meeting is to:

1. **Consider - CDBG Infrastructure Grant Application for Rehab of Pleasant Hill Pump Station in the amount of \$670,000.**
2. **Adopt CDBG Citizen Participation Plan for Warren County**
3. **Adopt Warren County Anti-Displacement & Relocation Assistance Plan & Optional Coverage Relocation Plan**

All interested citizens are urged to attend this special meeting.

Bertadean W. Baker, Chairman
Warren County Board of Commissioners

**Notice to news media:
Information only, this is not an ad.**

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com



Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer

- 
- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
 - **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
 - **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**
 - **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

Meeting Date: April 16, 2014

Agenda Item # 3

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

SUGGESTED AGENDA
FOR
April 16, 2014 SPECIAL MEETING
Warren County Board of Commissioners
Armory Civic Center
WARRENTON, NORTH CAROLINA

- 1. Call to Order Special Meeting – 6:00 pm by Chairman**
- 2. Moment of Silence**
- 3. Conflict of Interest Disclaimer**
- 4. Consider - CDBG Infrastructure Grant Application for Rehab of Pleasant Hill Pump Station in the amount of \$670,000**
- 5. Adopt CDBG Citizen Participation Plan for Warren County**
- 6. Adopt Warren County Anti-Displacement & Relocation Assistance Plan & Optional Coverage Relocation Plan**
- 7. Adjourn Special Meeting**

Meeting Date: April 7, 2014

Agenda Item # 4

SUBJECT: CDBG Infrastructure Grant Application for Rehab of Pleasant Hill Pump Station

REQUESTED BY:

SUMMARY: Having held two required public hearings on Monday-April 7th at 5:45pm and Wednesday-April 16th at 5:45 pm, to hear citizen comments regarding above referenced application for CDBG Infrastructure Funds, it is now submitted for Board's consideration and action. Application is for funds in the amount of \$670,000. Authorize Chairman Baker to sign same.

FUNDING SOURCE: CDBG-I Grant Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Application for CDBG-I funds in the amount of \$670,000 and authorize Chairman Baker to sign same.

NOTES:



**See
Public Hearing Agenda
pages 7-11
for
Application**

Meeting Date: April 7, 2014

Agenda Item # 5

SUBJECT: CDBG Citizen Participation Plan for Warren County

REQUESTED BY: Karen Foster, COG Grants Administrator

SUMMARY: Plan is submitted for Board's adoption. Authorize Chairman Baker to sign same.

FUNDING SOURCE: CDBG-I Grant Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of CDBG Citizen Participation Plan for Warren County and authorize Chairman Baker to sign related documentation.

NOTES:

CITIZEN PARTICIPATION PLAN WARREN COUNTY

This plan describes how Warren County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which:

- Benefit low- and moderate-income persons, or**
 - Prevent or eliminate blight, or**
 - Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs**
- Additional objectives may be employed where the Local, State or the Federal government identify specific needs such as job creation and retention.**

The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens are given an opportunity to be involved in all stages of the CDBG program, including program planning and implementation, assessment of performance and program design. There may be three (3) general mechanisms for their involvement:

- To attend or hold public hearings or community meetings; and**
- To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated County official.**
- To serve as a member of an advisory committee to the project; as needed.**

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with Warren County.

- Citizens will be given public notice of opportunities to comment on specific grants proposed for submittal.

The County shall hear and consider such comments before taking action.

Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles would be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways.

- Citizens will be given public notice about the opportunity to review and comment on any program amendments, budget revisions and program modifications.
- Citizens will be given public notice of the close out of a grant and be given opportunity to comment on the program.
- Comments and questions are always accepted by the Program Administrator.

COMPLAINT PROECEDURE

Citizens are asked for comments at all public hearings regarding the preparation, submittal, revision and closeout of the grant. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints.

Comments may also be submitted in writing to the Warren County Manager. The County Manager will respond to written concerns within ten (10) working days. If further action is necessary, the Board of Commissioners shall review the concern and respond in writing.

Finally, the citizen may address his concerns with the North Carolina Department of Commerce, Division of Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Attention: Program Representative, requesting an investigation of the problem. The decision of the Department of Commerce shall be considered final.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by Warren County or project administrators in response to a request for technical assistance by citizen organizations, groups of low/moderate income persons or target area residents upon request. All requests for such assistance shall be addressed to the Warren County Manager. Technical assistance will take the form most appropriate for the request.

PUBLIC INFORMATION

The County of Warren will also undertake public information efforts to promote citizen participation. These efforts will include the following:

- **All Public Notice of Public Hearings will be published in the non-legal section of the “Warren Record” not less than ten (10) days, but not more than 25 days, before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered. These notices will also be made available upon request for additional publication or dispersal.**
- **Presentations will be made covering such topics as:**
 1. **the source, the amount and intent of the funding**
 2. **examples of eligible activities**
 3. **the timeline for the grant and when additional opportunities for comment will be held**
- **All program documentation will be available for citizen review at the County Manager’s Office consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality during normal business hours of 9:00 a.m. to 5:00 p.m. Monday through Friday**
- **Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2962. Language access shall be provided upon request and as determined to be necessary.**

ADOPTED, this the 16th day of April 2014.

Bertadean W. Baker, Chairman
Warren County Board of Commissioners

Meeting Date: April 7, 2014

Agenda Item # 6

SUBJECT: Warren County Anti-Displacement & Relocation Assistance Plan & Optional Coverage Relocation Plan

REQUESTED BY: Karen Foster, COG Grants Administrator

SUMMARY: Plan is submitted for Board's adoption. Authorize appropriate signature.

FUNDING SOURCE: CDBG-I Grant Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

- 1) Recommend approval of 2014 Anti-Displacement & Relocation Assistance Plan and authorize appropriate signature.**
- 2) Recommend approval of Optional Coverage Relocation Plan and authorize appropriate signature.**

NOTES:

WARREN COUNTY 2014 ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

I. PURPOSE

The purpose of this plan is to identify the steps and procedures the County will follow in order to comply with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, regarding replacement of demolished or converted dwelling units and level of relocation assistance.

II. LEGAL BASIS

The County will comply with all applicable provisions of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.

III. APPLICATION AND COVERAGE

This plan will apply to activities to be implemented under the County's 1997 Scattered Site Housing Rehabilitation Program.

IV. RESIDENTIAL ANTI-DISPLACEMENT OBJECTIVES

The County will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1). All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

V. IMPLEMENTATION

A. DESCRIPTION OF PROPOSED ACTIVITIES

1. In the application submitted to and approved by the Department of Commerce, Division of Community Assistance, in the C-1 project, the County proposed to rehabilitate/relocate eight [8] substandard houses.
2. The Local Option Project funds are to be used for emergency repairs for LMI Warren County residents up to a total expenditure per house of no more than \$5,000.. Other eligible activities that can be undertaken are: [1] health related needs: on site water and wastewater, lead based paint reduction and/or asbestos; [2] fair housing and/or Section 3 planning or training.
3. The A-II Project funds will be used to undertake the elimination of black water, straight piping and/or outhouse elimination as stated in application under A-II Project Description.
4. The formal plan adopted by the Board of Commissioners, included herein, outlines the steps to be taken in the event that additional activities become necessary as rehabilitation work and inspections progress.

VI. EFFORTS TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, the County will take the following steps to minimize the displacement of Warrens from their homes:

- A. Every effort will be made to rehabilitate housing if economically feasible.
- B. The County will utilize demolition and relocation only to create a safe, decent, and sanitary environment for its residents, and will make every effort to relocate displaces a minimum distance.
- C. All relocations shall be made to standard housing units which are in compliance with minimum housing standards.
- D. Rehabilitation agreements, methods and contracts will be set up to eliminate any displacement due to rehabilitation.

VII. STANDARDS FOR REPLACEMENT DWELLINGS

All dwelling units to be used as replacement low/moderate income dwelling units will comply with the following standards:

- A. Will be provided within three (3) years of the commencement of the demolition or the rehabilitation related to conversion.
- B. Will be located within the County's jurisdiction.
- C. Will be sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted, as determined in accordance with applicable housing occupancy codes.
- D. Will be provided in standard condition.
- E. Will be designed to remain low/moderate income dwelling units for at least ten (10) years from the date of initial occupancy.

VIII. REPLACEMENT DWELLING UNIT ALTERNATIVES

The County recognizes that efforts are continuously underway by other groups in the community to provide additional housing opportunities for low/moderate income people. The activities of other governmental agencies, private developers, charitable organizations, religious groups, and individuals often result in replacement dwelling units becoming available without County or CDBG assistance. The County may utilize replacement units to be provided by other groups if the need arises for replacement units.

A. Dwelling units that are constructed as part of federally assisted housing developments such as Farmers Home Administration, HUD Section 8, or HUD public housing with affordable rents that are designed for low/moderate income people will be identified as replacement dwelling units.

B. Rental units that are rehabilitated and brought up to standards by groups or individuals through the HUD Section 8 Program, Rental Rehabilitation Program, NC Housing Finance Agency assistance or similar programs with affordable rents that are designed for low/moderate income people will be identified as replacement dwelling units.

C. Dwelling units that are constructed or placed by individuals in low/moderate income neighborhoods will be identified as replacement dwelling units.

D. Occupied and vacant occupiable substandard dwellings in the CDBG Project Area will be rehabilitated with CDBG funds and provided in standard condition. The rehabilitated units are designed to remain low/moderate income dwelling units due to the rent control provisions.

Plan adopted: April 16, 2014.

Signed: _____
Clerk to the Board

OPTIONAL COVERAGE RELOCATION PLAN

I. PURPOSE

The purpose of this optional coverage relocation assistance plan is to provide relocation assistance and payments to individuals and families displaced as a result of Community Development Housing Code Enforcement or other Community Development activities that are not otherwise covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, hereinafter referred to as the Uniform Act.

II. ELIGIBILITY

Only those individuals and families residing in the Community Development Block Grant Project Area, that are displaced as a result of Community Development Housing Code Enforcement or other Community Development activities and which have unmet, long-term, relocation needs, are eligible to receive assistance. In addition, eligibility of the individual or family must have been established and documented prior to the provision of financial assistance under this plan.

III. AUTHORITY

Optional relocation benefits are authorized by Section 105(a)(11) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and Sections 570.496a(d) and 570.606(d) of the interim rule which describe the "Act". This policy is promulgated in accordance therewith.

IV. ASSISTANCE TO BE PROVIDED

The following optional coverage relocation policy is to be used during the implementation of the Community Development Block Grant Program. All Warrens displaced in accordance with this policy shall be provided relocation assistance in accordance with guidelines outlined under 49 CFR 24 except as outlined below:

1. Displaced Warren residents: The term "displaced Warren residents", as defined under 49 CFR 24, shall be redefined under this policy to mean any Warren who occupies a primary legal residence on the effective date of the initiation of negotiations, and who permanently moves from a primary legal residence as a direct result of the initiation of negotiations for either voluntary demolition agreement, code enforcement demolition, or rehabilitation grant award.
2. Initiation of Negotiations: The term "initiation of negotiations", shall be redefined under this policy to mean the delivery date of either (1) a voluntary demolition agreement, or (2) a code enforcement initial complaint, whichever is earlier; or (3) the date of an owner's letter of intent for a rehabilitation grant award; or (4) the date of a Notice of Relocation Eligibility issued to the owner.
3. Comparable Replacement Dwelling: The term "comparable replacement dwelling", as defined under 49 CFR 24, shall be redefined under this policy to mean a dwelling which is (1) decent, safe, and sanitary, as defined under 49 CFR 24.2(f); (2) functionally equivalent to displacement dwelling (3) adequate in size to

accommodate the occupants; (4) on a site not subject to adverse environmental conditions; (5) in a general location not less desirable than the location of the displaced Warren's dwelling with respect to public utilities, commercial and public facilities, and reasonably accessible to the Warren's place of employment; (6) on a site that is typical in size for residential development with normal site improvements, including customary landscape. The site need not include special improvements such as outbuildings, swimming pools, or greenhouses. (7) currently available to the displaced Warren in the private market; however, a government subsidized dwelling unit will be considered comparable if it meets standards (1) through (6) above, and the displacement dwelling is government subsidized and (8) within the financial means of the displaced Warren, as defined under 49 CFR 24.2(d)8. Circumstances permitting temporary relocation and basic conditions of emergency move will be followed in accordance with 49 CFR 24.203(c)(4) and 49 CFR 24.204(b) and (c).

4. Relocation Notices: A "Notice of Relocation Eligibility", outlining all information described under 49 CFR 24.203 (a) and (b) will be sent by certified mail or hand-delivered to all displaced individuals concurrently with any letter or document initiating negotiations for the displacement dwelling. Additionally, the CDBG Administrator will, in all cases, precede the initiation of negotiations with a documented personal interview with the individual to be displaced. Ninety-day notices shall be prepared and issued in accordance with 49 CFR 24.203(c).

5. Levels and amounts of CDBG assistance to eligible individuals and families shall include the following limits:

A. Homeowner Replacement Housing Payment - eligible homeowners, as defined by 49 CFR 24.401(a), may receive a replacement housing payment, as computed in accordance with 49 CFR 24.401.

B. Down payment Assistance – down payment assistance for eligible tenants or homeowners as defined by 49 CFR 24.402(a) may be received as computed in accordance with 49 CFR 24.402(c).

C. Rental Assistance - eligible tenants as defined by 49 CFR 24.402(a) may receive an amount not to exceed \$5,250.00 for rental assistance as computed in accordance with 49 CFR 24.402(b).

D. Moving Expenses - an eligible household may receive moving and related expenses as calculated in accordance with 49 CFR 24.301 or 49 CFR 24.302.

E. Eligible tenants may elect assistance as described in Section 104(d) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and further described in Sections 570.496a(b) and 570.606(b) of the interim rule. The rental assistance provided for relocation under this section is as follows:

(1) A choice between (i) actual reasonable moving expenses as described in 24 CFR 42.301 or (ii) a fixed expense as described in 24 CFR 42.302.

- (2) Advisory services as described in 24 CFR Part 42, Subpart C.
- (3) Reimbursement for reasonable and necessary security deposit and credit checks.
- (4) Replacement Housing Assistance - A Warren choosing to rent must be offered either (i) a Section 8 housing voucher/certificate (through the housing authority) and referrals to comparable replacement dwelling units where the owner agrees to participate in the Section 8 Program or (ii) cash rental assistance to reduce the rent and utility costs to thirty percent (30%) of his/her adjusted income (as determined by the grantee/recipient) for a 5-year period and appropriate referrals to comparable replacement dwelling units.

6. To prevent "windfall" rental assistance payments to tenants who pay little or no rent, the following procedure will be utilized:

A. Prior to computing a rental assistance payment, the CDBG Administrator will determine the fair market rent for the displacement dwelling, based on the rents for comparable dwellings in the project area.

B. If the existing rent for the displacement dwelling is less than seventy-five percent (75%) of the fair market rent determined for the displacement dwelling, then the fair market rent shall be utilized to compute the rental assistance payment. If the existing rent is above seventy-five percent (75%) of the fair market rent, the existing rent shall be utilized to compute the rental assistance payment.

C. In situations where fair market rent is utilized to compute the rental assistance payment, and the tenant's non-subsidized total monthly housing cost is not affordable after relocation, the rental assistance payment shall be increased to the extent necessary to insure an affordable monthly housing cost (ie., total non-subsidized housing costs less than thirty percent (30%) of gross income).

7. Owner-occupants of displacement mobile homes situated on a rented site are eligible for down payment assistance of up to \$5,250.00 for purchase of a new mobile home site in lieu of a rental assistance payment, in addition to a replacement housing payment, if a comparable rental site cannot be located on a timely or cost-effective basis.

8. If such assistance, as prescribed in the above sections, is not sufficient to completely relocate a household in accordance with the Uniform Relocation and Real Property Acquisition Regulations, the Agency may provide additional assistance as outlined in 49 CFR 24.404, Replacement Housing of Last Resort.

V. AFFIRMATIVE ACTION FOR LOW INCOME AND MINORITY WARRENS

All relocation assistance provided under this plan will be undertaken in a non-discriminatory manner. Any low-income or minority individual or family assisted under this plan shall not be required to move to an area of low-income and/or minority concentration as a condition of receiving relocation assistance, unless they have been given opportunities to relocate to a comparable replacement dwelling that is not located in an area of low-income and/or minority concentration, if such opportunities are available.



VI. RELOCATION RECORDKEEPING

Complete records, documents, and justification for payment made pursuant to this plan shall be maintained in accordance with the guidelines under 49 CFR 24.9 of the "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.

Plan adopted: April 16, 2014.

Signed: _____
Clerk to the Board



Item # 7

Adjourn

April 16, 2014
Special Meeting