TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
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www.riverbendnc.org

River Bend Town Council Agenda
Work Session
March 12, 2020
River Bend Town Hall
5:00 P.M.

1. Action: 2019 CDBG-NR Program

   a. Grant Project Ordinance
   b. Code of Conduct
   c. Grievance Procedure
   d. Excessive Force Policy
   e. Signatory Resolution
   f. Equal Employment and Procurement Policy
   g. Section 3 Plan
   h. Citizen Participation Plan
   i. Program Policies
   j. Limited English Proficiency Plan
   k. Fair Housing Plan
   l. Residential Anti-displacement and Relocation Assistance Plan

2. Discussion – Street Dedication from Quarterdeck III HOA

3. Discussion – Building Use Policy Amendment

4. Discussion/Action – ASADRA Grant/Loan Application for Hurricane Florence Related Project

5. Discussion – Hurricane Florence Recovery Update Map

6. Discussion/Action – Website Partnership Agreement

7. Review Agenda for March 19, 2020 - Katsuyoshi

Pledge: Councilman Van Slyke

1 - 9.

TOWN OF RIVER BEND
PROPOSED GRANT PROJECT ORDINANCE
2019 CDBG-NR PROGRAM

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, 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 Community Development project described in the work statement contained in the Grant Agreement #18-C-3065 between this unit and the Department of Commerce.
This project is more familiarly known as the River Bend 2019 Community Development Project.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the Department of Commerce and the budget contained herein.

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

Community Development Grant	750,000

Section 4. The following amounts are appropriated for the project:

C-1 Clearance	30,000
C-1 Temporary Location	15,000
C-1 Rehabilitation	210,000
C-1 Reconstruction	420,000
C-1 Administration	75,000
Total	750,000

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 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 annually 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 Council.

Section 9. Copies of this Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Proposed this 19th day of March, 2020.

_____
John R. Kirkland, Mayor

Attest:

_____
Ann Katsuyoshi, Town Clerk

1- b.

CODE OF CONDUCT

2019 CDBG NR PROGRAM
TOWN OF RIVER BEND

A. This Code shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.

B. No employee, officer or agent of Town shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee, officer or agent;
2. Any member of his immediate family;
3. His or her partner; or
4. Any organization which employs or is about to employ any of the above,

has a financial or other interest in the firm selected for award.

C. Town officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

D. Town at its discretion may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

E. All violations of these standards deemed by the Council to be in excess of minimum levels determined in No. 4, will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the Town Board of Councilmen.

Adopted this 12th day of March, 2020.

_____

John Kirkland, Mayor
Name, Title

1-C.

TOWN OF RIVER BEND
45 Shoreline Drive
River Bend, NC 28562

SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE
COMMUNITY DEVELOPMENT BLOCK GRANT

The Governing Body of the Town of River Bend, hereby designates the Town Manager to serve as Section 504 Compliance Officer throughout the implementation of the Town of River Bend Community Development Block Grant Program.

Citizens with Section 504 grievance may do so at any point in the program. The Locality will respond in writing to written citizen grievances. Citizen grievances should be mailed to: Town Manager, 45 Shoreline Drive, River Bend, NC 28562, 252-638-3870. The Town of River Bend will respond to all written citizen grievances within ten (10) days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any actions prohibited under Section 504, a meeting with the Compliance Officer to discuss the grievance will be scheduled. The meeting date and time will be stablished within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If citizen is dissatisfied with the local response, they may write to the North Carolina Department of Environmental Quality (NCDEQ), Division of Water Infrastructure CDBG-I Unit:

Mailing Address - 1633 Mail Service Center, Raleigh, North Carolina, 27699-1633

NCDEQ will respond only to written comment within ten (10) calendar days of the receipt of the comment.

This information is available in Spanish or any other language upon request. Please contact Delane Jackson at 252-638-3870 ext. 213 or at 45 Shoreline Drive, River Bend, NC 28562 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Delane Jackson al 252-638-3870 ext. 213 o en 45 Shoreline Drive, River Bend, NC 28562 de alojamiento para esta solicitud.

EQUAL HOUSING OPPORTUNITY

Adopted this 12th day of March, 2020.

_____ ATTEST: _____

John Kirkland, Mayor Ann Katsuyoshi, Clerk

1-d.

Excessive Force Policy

TOWN OF RIVER BEND

3 Year Plan

The Town of River Bend, hereby adopts an Excessive Force Policy that is in accordance with the applicable State of North Carolina and Federal Regulations, i.e., Section 519 of Public Law 101-144, (1990 HUD Appropriations Act) requiring units of government receiving CDBG funds to adopt and enforce *Excessive Force Provision*. The Town, as the recipient of Federal and/or State CDBG-I Grant Funds, acknowledges its responsibility to and will adhere to the aforesaid NC State and Federal Excessive Force Regulations. More particularly, the Town adopts and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any and all individuals engaged in non-violent civil rights demonstrations, and is adopting and will enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within the Town of River Bend.

Adopted this 12th day of March, 2020.

_____
John Kirkland, Mayor

ATTEST:

_____
Ann Katsuyoshi, Clerk

1-e.

SIGNATORY RESOLUTION
BY THE BOARD OF COUNCILMEN
OF THE
TOWN OF RIVER BEND

WHEREAS, River Bend has received a Grant no. 18-C-3065 under the Small Cities Community Development Block Grant (CDBG) Program; and,

WHEREAS, River Bend wishes to authorize certain individuals to sign the Requisition for Funds forms; and,

WHEREAS, River Bend is required to adopt a Resolution when the Mayor is one of the authorized persons;

NOW, THEREFORE BE IT RESOLVED, by the Board of Councilmen of River Bend that the Town hereby authorizes the following individuals to sign Requisition for CDBG Funds forms:

John Kirkland, Mayor
Delane Jackson, Town Manager
Margaret Theis, Finance Administrator
Mandy Gilbert, Finance Assistant

Adopted this the 12th day of March, 2020
at River Bend, North Carolina.

_____

By: John Kirkland

Title: Mayor

SIGNATORY FORM AND CERTIFICATION

Grant No.

18-C-3065

Recipient Name: Town of River Bend
Address: 45 Shoreline Drive
River Bend, NC 28562

Signatures of individuals authorized to sign Requisition for Funds forms.

_____ (Signature)	John Kirkland, Mayor (Typed Name) (Typed Title)
_____ (Signature)	Delane Jackson, Town Manager (Typed Name) (Typed Title)
_____ (Signature)	Margaret Theis Finance Administrator (Typed Name) (Typed Title)
_____ (Signature)	Mandy Gilbert Finance Assistant (Typed Name) (Typed Title)

CERTIFICATION

( ) I certify that the signatures above are of the individuals authorized to sign Requisition for Funds form for the above recipient.

Certifying Official: _____
Title: _____

(X) The governing board has passed a resolution authorizing the persons above to sign Requisition for Funds form for the above recipient. A copy of the resolution is attached. I certify that the signatures above are those of the individuals authorized by resolution of the governing board of the recipient to sign Requisition for Funds forms.

Certifying Official: _____
Title: _____

1-f.

Town of River Bend
(*City/County/Town*)

18-C-3065
(Grant number)

Equal Employment and Procurement Plan

The *Town* of River Bend maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the *Town* prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The *Town* shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the *Town Manager* to assist in the implementation of this policy statement.

The *Town* shall development a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the *Chief Elected Official*.

The *Town* is committed to this policy and is aware that with its implementation, the *Town* will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this 12 day of March, 2020.

John Kirkland, Mayor

ATTEST:

Ann Katsuyoshi, Clerk

Local Jobs Initiative
Section 3 Plan
Local Economic Benefit for Low- and Very Low-Income Persons

1-g.

TOWN OF RIVER BEND

3-YEAR PLAN

I. APPLICATION AND COVERAGE OF POLICY

NC Commerce and any of it sub-recipients are committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, ***NC Commerce and any of its sub-recipients*** of the Town of River Bend has developed and hereby adopts the following Plan:

NC Commerce and any of its sub-recipients will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CRF Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder

This Section 3 covered project area for the purposes of this grant program shall include ***NC Commerce and any of its sub-recipients*** and portions of the immediately adjacent area.

NC Commerce and any of its sub-recipients will be responsible for implementation and administration of the Section 3 plan. In order to implement the ***NC Commerce and any of its sub-recipient's*** policy of encouraging local residents and businesses participation in undertaking community development activities, the ***NC Commerce and any of its sub-recipients*** will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, NC Commerce ***and any of its sub-recipients*** will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The ***State of North Carolina and any of its sub-recipients*** will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources

of subcontractors and suppliers. The Section 3 Plan shall be mentioned in the pre- bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Craven County Employment Security Commission shall be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of $100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in our project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information. Community Investment and Assistance (CI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

NC Commerce and any of its sub-recipients will take the following steps to assure that low income residents and businesses within the community development project area and within the ***Town*** are used whenever possible: (Describe below)

The Town will keep a record of interested residents and businesses within the community development project area and within the town to use upon the need for solicitation of need for services. The Town will advertise the local distributed newspaper encouraging all low income persons and Section 3 businesses to participate in activities related to the project.

(Example: Place qualified residents and businesses on solicitation lists, assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses; establish delivery schedule, where the requirements permits, which encourages participation by area for residents and businesses)

Please check the methods to be used for the Section 3 program in your community:

☒ ***NC Commerce and any of its sub-recipients*** will place a display advertisement in the local newspaper containing the following information:

i. A brief description of the project
ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
iii. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
iv. A location where individuals interested in jobs or contracts can register for consideration

v. A statement that all jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, or which the ***Town*** will maintain a list for individuals and business concerns inquiring information

☐ Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

☒ Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

i. Advertisement in the local newspaper
ii. Posting of Section 3 Plan at the Town Hall
iii. Town Council meeting when project activities and schedules are discussed
iv. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
v. Notification to other agencies that provide services to low-income people.

☐ Other (describe):

NC Commerce and any of its sub-recipients will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

NC Commerce and any of its sub-recipients will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

NC Commerce and any of its sub-recipients will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of State CDBG, and federal agencies access to books, records, and premises for

purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

NC Commerce and any of its sub-recipients shall report annually the Section 3 numbers using the form HUD 60002 to State CDBG at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

NC Commerce and any of its sub-recipients may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

V. COMPLAINTS CONTACT

Please provide the main contact in case that any complaint is received from the general public on Section 3 compliance (including name, phone number, address, and email):

Mr. Delane Jackson
45 Shoreline Drive
River Bend, NC 28562
252-638-3870 ext 213
manager@riverbendnc.org

Adopted this 12th day of March, 2020.

_____
John Kirkland, Mayor

ATTEST:_____
Ann Katsuyoshi, Clerk

1-h.

CITIZEN PARTICIPATION PLAN
DIVISION OF WATER INFRASTRUCTURE
NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY
COMMUNITY DEVELOPMENT BLOCK GRANT- INFRASTRUCTURE PROGRAM

Grantee: Town of River Bend

Recipient's Address: 45 Shoreline Dr., River Bend, NC 28562

Contact Person: Delane Jackson

Contact Email: manager@riverbendnc.org

Contact Phone: 252-638-3870 ext. 213

TDD#: 800-735-2962

The primary goal of the Citizen Participation Plan is to provide citizens, especially low and moderate income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects.
The Citizen Participation Plan is required by Section 104(a) (2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a) (6)
The plan is vitally important to the success of CDBG-funded activities undertaken by local governments. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

1. INTRODUCTION

The Town has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. This Plan is an essential element of the Town's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the North Carolina Department of Environmental Quality – Division of Water Infrastructure (NCDEQ-DWI) and the Department of Housing and Urban Development (HUD).

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the Town's CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the Town.

2. SCOPE OF PARTICIPATION

The Town will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

a. identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
b. changes and/or amendments to approved CDBG projects; and,
c. assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the Town are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

3. CITIZEN PARTICIPATION CONTACT PERSON

Delane Jackson has been designated Citizen Participation Coordinator by the Mayor and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at Town Hall at 252-638-3870 during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

4. TECHNICAL ASSISTANCE

The staff of the Town shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the Mayor of the Town or the Citizen Participation Coordinator.

5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

5.1 Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the Town. Public hearings may be held at any site which, in the opinion of the Town, provides adequate access for citizen participation.

Hearings will normally be held at the River Bend Town Hall. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the Town, be held at an alternate location to be specified in the public hearing notice(s).

5.2 **Application** Public Hearing

One public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the NCDEQ-DWI for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the Town to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain

proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the Town during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the Town through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The Town may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the Town.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

5.3 **Amendment** Public Hearings

The Town will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the Town. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries,

changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the Town shall hold a public hearing on all formal amendments which require the NCDEQ-DWI approval. For "local" amendments and changes for which the NCDEQ-DWI approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled Town meetings where such changes or amendments are considered.

5.4 **Assessment of Performance** Public Hearings

Citizens of the Town will be provided with the opportunity to comment on the performance of local officials, the Town staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the Town in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the NCDEQ-DWI for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

5.5 Additional Hearings

Other public hearings may be held as deemed necessary by the Town in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

5.6 Limited English Proficiency Residents

The Town has followed the guidance provided in the Language Access Plan to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

5.7 Public Hearing Notice

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than 25 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

5.8 Accessibility to Low and Moderate Income Persons

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s). **Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.**

5.9 Accessibility to Persons with Disabilities

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The Town shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance. The Town shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the Town shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

6. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the Town shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the Town Hall. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the NCDEQ-

DWI and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the Town; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the Town disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the Town shall not disclose any information which may, in the opinion of the Mayor, be deemed of a confidential nature.

7. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Town.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the Mayor. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the Mayor, then the aggrieved may appeal his/her case to the Town.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the Town be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the NCDEQ-DWI.

Citizens may, at any time, contact the NCDEQ-DWI and/or HUD directly to register comments, objections or complaints concerning the Town's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the NCDEQ-DWI or HUD.

All comments or complaints submitted to the NCDEQ-DWI or the HUD shall be addressed in writing to:

NC Department of Environmental Quality
Division of Water Infrastructure CDBG-I
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

Or:

U.S. Department of Housing and Urban Development
Community Planning and Development Division
Greensboro Field Office
1500 Pinecroft Road
Greensboro, NC 27407

Records of all comments, objections and/or complaints by citizens concerning the Town's CDBG program and subsequent action taken in response to those comments shall be maintained on file at Town and shall be made available for public inspection upon request.

8. AMENDMENTS

The Town may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the Town to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the Town. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the Town and shall be incorporated into this Plan.

9. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the Town in the development, implementation and execution of any Community Development Block Grant program.

ADOPTED this 12th day of March, 2020.

_____
John Kirkland, Mayor

ATTEST:

_____
Ann Katsuyoshi, Clerk

1-1.

PROGRAM POLICIES

2019 CDBG PROGRAM

TOWN OF RIVER BEND

March 12, 2020

ADOPTED BY THE TOWN COUNCIL OF RIVER BEND:

John Kirkland, Mayor

March 12, 2020
Date

PROGRAM POLICIES

The policies contained in this document will serve as administrative guidelines for the River Bend 2019 Community Development Block Grant Program. In the case of unforeseen hardship or inconvenience, these standards may be varied with the written permission of the Mayor. However, any variations made will not result in actions contrary to the River Bend 2019 CDBG Application and DOC Regulations.

I. PROJECT AREA COMMITTEE

The CD Project Area Committee (PAC) will be composed of three members (2 council members, and the Town Manager). These members will be appointed by the Town Council of River Bend, and any vacancy shall be immediately filled by the Town Council. The PAC shall at a minimum hold quarterly meetings and make diligent efforts to provide a liaison between the area citizens and the program administration. Responsibilities of the PAC will include:

A. Review and comment on the program guidelines.
B. Provide coordination and contact between the project area residents and the administrative personnel.
C. Conduct quarterly meetings to review the progress of the program.
D. Recommend program revisions to the administrative personnel as the project develops.
E. Review recommended action to be taken on grievances.
F. Conduct a public hearing prior to the close-out of the programs to obtain comment on the success of the project.
G. Review and make recommendations on all community development programs and/or budget amendments.

II. HOUSING REHABILITATION

A. General

1. All homeowners and landlords are responsible for the correction of housing code violations of their housing facilities in the 2019 CDBG Target Area. The Program Administrator in conjunction with the local Code Enforcement Officer will inspect each dwelling unit to determine what must be done to bring affected structures up to a minimum standard. Owners will be notified of all deficiencies.

2. Financial and counseling assistance will be provided by the 2019 CDBG program through grants and loans to homeowners and landlords for the correction of housing code deficiencies. Receipt of CDBG financial assistance will not be mandatory. The homeowner or landlord may correct all

housing deficiencies through means other than the CDBG Program.

3. CDBG rehabilitation assistance will be provided for the correction of housing code deficiencies only.

4. Homeowners and landlords may, at their discretion, receive CDBG rehabilitation assistance for materials only and provide labor through other sources.

5. The Town will act as the property owner's agent with respect to CDBG housing rehabilitation activities. Upon completion of rehabilitation activities, the property owner will be notified that code violations in the structure have been corrected.

B. Program Application Budget Amounts and Limits

1. Per unit amounts budgeted within the 2019 CDBG Application for various sets of proposed activities are as follows:

a.	Frame Built Reconstruction	$ 130,000.00
b.	Frame Built Rehabilitation	$ 60,000.00
c.	Mobile Homes	$ N/A

2. The maximum allowable financial participation amount is the lesser of $42.00 per square foot or $44,000.00 per unit. The Town anticipates rehabilitation costs between major and minor units will average out to the respective amounts budgeted. The Town recognizes that some additional deficiencies may exist or be uncovered during the rehabilitation work. In order to correct these deficiencies, the bid amount may be amended by up to 15% by the Program Administrator.

3. Any expenditure over the bid amount plus 15% may be initially authorized by the Mayor for two reasons: One, to remove imminent threats to health and safety, and two, if the market value of the unit after rehabilitation work is completed will be more than the contract amount.

4. Any unit with a proposed rehabilitation cost exceeding the maximum allowable amount will be reviewed by the Town Mayor and C.D. Administrator. These units will be either referred for demolition or held until the end of housing activities to see if sufficient funds are available for rehabilitation. If sufficient funds are available, the Town Mayor and C.D. Administrator will review whether to proceed with a request for substantial reconstruction or relocation.

C. Rehabilitation Priorities and Contract Procedures

1. In general, the priority for selecting housing for assistance shall follow the following priorities:
   a. Owner occupied grant financing
   b. Tenant occupied grant financing
   c. Owner occupied loan financing – N/A
   d. Tenant occupied loan financing – N/A
   e. Vacant units – N/A

   Within each of the above categories, the elderly, handicapped or most underprivileged shall receive priority. However, the C.D. Administrator may deviate from these priorities if it is in the best interest of the Program.

2. All procurement and contract procedures will be completed in accordance with 2 CFR 200. An advertisement for bids will be sent to rehabilitation contractors and write-ups made available. Sealed bids will be received and read aloud. The C.D. Administrator will review the bids and recommend award. The Town Mayor may award the bids and execute grant and loan contracts or applicable Deeds of Trust. Upon approval of the Town Mayor, the C.D. Administrator will issue the Notice to Proceed. The C.D. Administrator may approve and execute all contract change orders as necessary within the limits set forth in Section I.B.2. Above.

3. The Town of River Bend will have no responsibility for the execution of private agreements nor will it allow any such agreements to hinder or interfere with contracted rehabilitation activities.

D. Coordination with Property Owners

At a minimum, the following items will be reviewed with property owners except in the case of unforeseen circumstances:

1. All housing code deficiencies.
2. The proposed financing arrangement, grant or loan.
3. Decisions on rehabilitation, delay or demolition of the unit.
4. Procedures concerning bidding, contracts and construction.
5. Contract completion and closeout.
6. If the property owner disagrees with any of the information and decisions presented, appeal of the decision can be processed through the complaint procedure.

E. Income Requirements

Income guidelines for determining grant and loan financing are those provided by HUD as meeting low-moderate income limits. These figures are revised yearly, and the most current figures will apply. Income will be based on total household income of all people over 18 years of age. The eighteen-year-old exclusion does not apply for determining beneficiaries.

F. Grant/Loan Program

The type of assistance which will be made available for the correction of code deficiencies depends on the factors listed below:

1. Owner Occupied or Rental
2. Household Income - Owner
3. Household Income - Tenant
4. Household Income - Landlord
5. Amount of Monthly Rent

The specific design of the Loan Program can be found as an attachment at the end of these policies. See ATTACHMENT I.

G. Rent Freeze and Recapture Provisions

Whenever CDBG funds are used to rehabilitate a structure, rent freeze and recapture provisions shall apply. These provisions can also be found as an attachment at the end of these policies. See ATTACHMENT I. All recapture provisions shall be secured by a promissory note and deed of trust held on the property. Therefore, each property must have a clear title sufficient for execution of the deed of trust. It shall be the responsibility of the owner to insure the clear title.

H. Housing Code

1. All rehabable houses in the 2019 CDBG area must be brought up to minimum housing code during this program. Reproduced and found at the end of these policies is the N.C. Small Cities CDBG Housing Rehabilitation Standards which is the minimum accepted by N.C. DOC.

2. When conducting the rehabilitation investigation and construction, the following priorities will apply:
   a. Provisions of a safe, sanitary water supply and adequate sewage disposal to include provisions of indoor plumbing and hot water service.
   b. Elimination of major structural defects which are creating hazardous conditions due to unsafe electrical systems, etc.
   c. Weatherization of the unit.

d. Control of insects, rodents and infestations.
e. Elimination of minor structural defects.
f. Landscaping to eliminate health hazards.

I. Substantial Rehabilitation

For the purposes of the CDBG program, substantial rehabilitation is defined as the lesser of the two following standards: total CDBG rehabilitation costs for the unit exceed $44,000.00; or total CDBG rehabilitation costs exceed $42 per square foot of heated, occupiable space. DOC approval must be obtained where substantial reconstruction is proposed as part of a neighborhood rehabilitation effort. In order to receive DOC approval, justification for substantial rehabilitation must be based on the following two circumstances:

(1) The estimated cost of reconstruction is at least 20 percent less than the estimated cost of purchasing comparable newly constructed housing (including land) in the locality's jurisdiction; and
(2) The estimated cost of the reconstruction (excluding demolition, site preparation and temporary relocation) is less than the fair market value of the reconstructed housing and land.

III. FORMS AND AGREEMENTS

In applying the previously discussed rehabilitation activities, incomes must be verified, construction work let, agreements executed and construction completed. Provided in the Master Rehab Casefile are the forms to be used for these activities. The Future Deed of Trust forms and Loan Agreements are not included because these forms will be approved by the Program Attorney prior to use.

IV. ACQUISITION

A. Acquisition of land is necessary in the following situations under the CDBG program:
1. Acquisition of lots to remove dilapidated structures: Code Enforcement.
2. Acquisition of Right-of-Way necessary for parks, streets, drainage or other public facilities improvements: Eminent Domain.
3. Acquisition of a permanent easement for items in No. IV.A.2.

B. General guidelines which will apply to code enforcement acquisition (structures) are listed below. These guidelines may be varied by the Board of River Bend due to the broad nature of acquisition activities.
1. A structure must be acquired and demolished when it is determined to be economically "beyond repair".
2. A structure must be acquired and demolished if it is an imminent threat to health and safety.
3. A structure must be acquired and demolished if the proposed rehabilitation cost

is clearly more than the after rehabilitation market value. To salvage an existing structure, property owners may contribute directly to the rehabilitation cost in order for the structure to be eligible for rehabilitation assistance.

C. When it has been determined by the Program Administration that a structure must be acquired and demolished, one of the following two methods may be used:
   1. The property owner may execute a voluntary demolition agreement and temporary demolition easement. With this agreement, the CDBG Program will demolish the structure, clear all debris, and reseed the lot. The property owner will retain ownership of the lot.
   2. If the property owner does not wish to execute a voluntary demolition agreement, the acquisition procedure listed in IV.D. below will be followed to purchase the structure and the parcel of land. The CDBG Program will demolish the structure and resell the property in accordance with municipal disposition procedures.
   3. When acquired property is offered for sale, it must be advertised and offered for sale to low-and-moderate income individuals and construction of a residential unit must start within 12 months. If there is no interest from LMI persons, the property must be re-advertised with only the 12-month restriction remaining.

D. The steps necessary for acquisition of any property in the CDBG Program are as follows:
   1. Title certification.
   2. Land survey.
   3. Appraisal of the property if expected value is over $2,500.00 - property owner must be invited to accompany the appraiser.
   4. Second Appraisal of the property if it is a complex appraisal - property owners must be invited to accompany the appraiser.
   5. Appraisal Review by the Town Mayor, C.D. Administrator and Town Board.
   6. Establishment of Just Compensation by the Board.
   7. Written offer to purchase to the property owner.
   8. Negotiation with the property owner.
   9. Upon agreement, the property is purchased.
   10. If agreement cannot be reached, the matter is referred to the attorney for condemnation through code enforcement.

V. RELOCATION

Whenever a dilapidated structure is occupied, these people must be relocated to "standard housing" which is safe, sanitary, and decent. Relocation shall be in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646). During the program execution, the Board of River Bend may adopt an "Optional Coverage Relocation Plan" if circumstances deem treatment through other than Uniform Act procedures will be appropriate. All efforts will be made during the 2019 CDBG program to minimize displacement.

VI. COMPLAINT PROCEDURE

Whenever conflict arises during the program, target area residents will have the following procedure for dealing with complaints. All complaints must be made in writing and will be responded to within 10 working days from the date of receipt.

A. Submit complaint to the Program Administrator at the Town Hall, and the Program Administrator will issue a written response to the complaint.

B. If resolution is not obtained, the complaint will be forwarded to the Town Manger by the complainant. A meeting with the complainant, Program Administrator and Town Manager will be held, and the Town Manager shall issue a written response to the complainant.

C. If resolution is not obtained, the PAC shall conduct a hearing with the complainant, Program Administrator and the Town Manager to hear all sides of the complaint. The PAC shall issue a written opinion to the complainant and to the Board of River Bend.

D. If resolution is still not obtained through the PAC, the Board of River Bend shall review the complainant's statement, previous written statements by the Program Administrator and the Town Manager, and the written opinion of the PAC. The Board shall make a decision which will be final.

E. The Board's decision will be given to the complainant along with the name and address of DOC and project representative for the 2019 CDBG program.

VII. CODE OF CONDUCT

A. This Code shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.

B. No employee, officer or agent of the Town shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee, officer or agent;
2. Any member of his immediate family;
3. His or her partner; or
4. Any organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

C. Town officers, employees or agents shall neither solicit nor accept gratuities, favors

or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

D. The Town, at its discretion may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

E. All violations of these standards deemed by the Board to be in excess of minimum levels determined in Item VII. D., will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the Town Board Councilmen.

VIII. CITIZEN PARTICIPATION

A. Citizen participation shall be consistent with all requirements of the CDBG Regulations. All said regulations shall be strictly adhered to. This citizen participation plan shall include the following actions by the CDBG recipient:

1. Solicit and respond to citizen views and proposals. Respond to written comments within 10 calendar days.
2. Provide technical assistance to groups so requesting to facilitate participation and proposals.
3. Provide notices of public hearings in a timely manner. Notice to be given 10-25 days before public hearings.
4. Schedule public hearings to permit broad citizen participation.
5. Hold the following public hearings at a minimum:
   a. Prior to formulation of CDBG Application
   b. After Application formulation but prior to submission
   c. Prior to submission of every program amendment
   d. Prior to submission of closeout documents
6. Provide for needs of non-English speaking citizens where a significant number of non-English speaking participants are anticipated.

Any other requirements of T15:13L.1002 shall be herein incorporated by reference.

IX. PROCUREMENT POLICY

A. All procurement shall be conducted in accordance with 2 CFR 200.

1-j.

Providing Meaningful Communication with Persons with Limited English Proficiency

Town of River Bend
5-Year Plan

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

POLICY:

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the Town of River Bend will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

DEFINITIONS:

Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

Title VI Compliance Officer: The person or persons responsible for administering compliance with the Title VI LEP policies.

Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

The Town of River Bend will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or "I speak cards," provided by the Rural Economic Development Division (REDD) and LEP posters to determine the language. In addition, when records

are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

Delane Jackson
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562
252-638-3870 ext. 213
manager@riverbendnc.org

(Note: The agency must notify the REDD Compliance Office immediately of changes in name or contact information for the Title VI compliance officer.)

Check all methods that will be used:

☐ Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff (***provide the list***):

☒ Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

☒ Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

(Identify the agency(s) name(s) with whom you have contracted or made arrangements)

Craven County Department of Social Services

Have/has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are ***(insert number (s)),*** and the hours of availability are ***(insert hours)***.

252-636-4900
Monday – Friday 8:00 – 5:00

☐ Other ***(describe)*:**

Telelanguage
800-514-9237
888-884-7734

<u>All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.</u>

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

i. The Town of River Bend will set benchmarks for translation of vital documents into additional languages. ***(please ensure to keep records of those documents that apply to your agency)***
ii. When translation of vital documents is needed, the Town of River Bend will submit documents for translation into frequently-encountered languages.
iii. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

4. PROVIDING NOTICE TO LEP PERSONS

The Town of River Bend will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.
All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

Town Hall Lobby

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations

The Town will provide LED outreach through advertisements

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, The Town of River Bend will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, The Town of River Bend will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

I. Compliance Procedures, Reporting and Monitoring

A. Reporting

The agency will complete an annual compliance report and send this report to REDD. (Format will be supplied by REDD)

B. Monitoring

The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the REDD upon request.

The agency will cooperate, when requested, with special review by the REDD.

II. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at https://www.nccommerce.com/documents/cdbg-compliance-plans.

The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The agency will notify the appropriate section within REDD of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Resolution of Matter

If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to REDD. This notice will be provided in the primary language of the individual with Limited English Proficiency.

The REDD Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

If not resolved by REDD, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

SUBMITTED AND ADOPTED BY: THE GOVERNING BOARD OF RIVER BEND

John Kirkland, Mayor

Name of Mayor of Chairman of Board

_____

Signature of Mayor or Chairman of Board

March 12, 2020

Date

K.

Recipient's Plan to Further Fair Housing

Grantee: Town of River Bend

Recipient's Address:
45 Shoreline Drive
River Bend, NC 28562

Contact Person: Delane Jackson **Contact Phone:** 252-638-3870 ext. 213

Contact Email: manager@riverbendnc.org **TDD #:** 1-800-735-2962

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time__X__ Past Activities_____

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)

Discussions with local public officials indicate that housing related industries (contractors, lenders, realtors, appraisers) are aware of the need for fair housing; however, they lack information regarding Federal and State fair housing legislation. Public-assisted housing providers appear to be more knowledgeable of legislation. There seems to be a lack of knowledge among citizens of fair housing laws and a lack of affordable dwellings for handicapped and large families within public housing. All activities undertaken will have provisions of reaching the visually impaired and ensure equal opportunity for housing in the community for all persons regardless of income status.

III. Will the above activities apply to the total municipality or county?

Yes__X__ No_____ **If no, provide an explanation.**
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.* (Use attached table)

The Town of River Bend has developed a fair housing program that includes activities that have provisions for reaching the visually impaired and ensuring equal opportunity for housing in the community for all persons regardless of income status. Activities scheduled for the River Bend CDBG DR Program are to:

Grantee Name:

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
Prepare a fair housing complaint procedure. Publish in the Sun Journal	January-March	2020	$500	
Place the fair housing message on the website of River Bend	April-June	2020	$100	
Advertise and hold public fair housing meeting with all interested persons to discuss and assist with development of the Assessment of Fair Housing and Plan for the Town of River Bend	July-September	2020	500	
Develop a mailing list of housing related industries (contractors, lenders, realtors, appraisers) and disseminate the fair housing discrimination complaint procedures.	October-December	2020	300	
Prepare and publish a newspaper article regarding Fair Housing laws and the complaint procedure. The article will summarize fair housing requirements under Title VIII of the Civil Rights Act of 1968, as amended. The article will also inform citizens of the housing discrimination complaint procedures.	January-March	2021	500	
Make sure the Fair Housing message continues to be shown on the River Bend website.	April-June	2021	100	
Develop a fair housing brochure that summarizes the fair housing requirements under Title VIII of the Civil Rights Act of 1968, as amended.	July-September	2021	100	
Place Fair Housing Literature in the Lobby of the Administration Building of the Town.	October-December	2021	100	
Publish the fair housing discrimination complaint procedure in the Sun Journal.	January-March	2022	500	
Update the existing mailing list of housing related industries (contractors, lenders, realtors and appraisers) to include those not reached by past fair housing activities and disseminate the fair housing discrimination complaint procedures.	April-May	2022	200	
Post Fair Housing Complaint Procedure in all Town Operated Offices in the Town of River Bend	June-August	2022	200	
Make sure the Fair Housing message continues to be shown on the River Bend website.	September - December	2022	100	

V. **Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures.** (Use additional pages as necessary)

1) Any person or persons wishing to file a complaint of housing discrimination in the *town* may do so by **informing the *town*** of the facts and circumstance of the alleged discriminatory acts or practice.

2) Upon receiving a housing discrimination complaint, the *town* shall acknowledge the complaint within **10 days in writing** and inform the Division of Community Assistance and the North Carolina Human Relations Commission about the complaint.

3) The *town* shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the *town*.

4) The *town* shall **publicize** in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

Approved By:

		March 12, 2020
John Kirkland **Mayor of River Bend**	**Signature**	**Date**

L.

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

TOWN OF RIVER BEND

3-Year Plan

This Residential Antidisplacement and Relocation Assistance Plan is prepared by the Town of River Bend in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG[1] projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the Town of River Bend will take the following steps to minimize the direct and indirect displacement of persons from their homes: *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities, select one or multiple steps or describe others steps below)*

- ☒ Coordinate code enforcement with rehabilitation and housing assistance programs.
- ☒ Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- ☐ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☒ Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- ☐ Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- ☐ Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- ☐ Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- ☐ Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- ☒ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.

1. CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See also 24 CFR 42.375(d).*

5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the Town of River Bend will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

C. Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the Town of River Bend may submit a request to the State (NC DEQ) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

D. Contacts

The office of the Town Clerk at 252-638-3870 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.
The office of the Town Clerk at 252-638-3870 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted this 12th day of March, 2020.

_____
John Kirkland, Mayor

ATTEST:

_____
Ann Katsuyoshi, Clerk

(2)

CAROLINA ENGINEERS, PA – NC License No. C-0205

Geotechnical • Materials Testing • Forensic • Site Development • Surveying • Test Boring

March 4, 2020

Mr. Bill Igoe – HOA President
Quarterdeck Townhouses, Cluster III
PO Box 14211
New Bern, NC 28561

Reference: Roadway Section Inspection and Recommendations
Quarterdeck Townhouses, Cluster III
River Bend, NC

Mr. Igoe:

In accordance with your request, Carolina Engineers, P.A. performed an evaluation of the Quarterdeck Townhouses, Cluster III roadway located off Plantation Drive in River Bend, North Carolina. The inspection was conducted at the request of Quarterdeck Townhouses, Cluster III HOA President to determine if this particular portion of the subdivision roadway was designed and constructed to standards stated in the North Carolina Department of Transportation's Subdivision Roads Minimum Construction Standards Manual. This report contains assumptions derived from the documentation & drawings provided; the results of our inspections & field work; roadway evaluation & opinion, and recommendations for road improvements necessary to meet River Bend Township requirements.

Our evaluation consisted of visual inspections of the surface pavement and determination of pavement and stone base thickness and sub-base soil classifications and conditions. The following information documents our findings and provides recommendations for repair.

We appreciate the opportunity of assisting you on this project and look forward to a continued relationship. If you have any questions or need additional assistance, please call or send email.

Sincerely,
CAROLINA ENGINEERS, P.A.

Myron Meadows, PE, PLS
Project Engineer
North Carolina Registration No. 36781

NORTH CAROLINA PROFESSIONAL SEAL 36781 MYRON GENE PAGE MEADOWS
3.6.20

Enclosure(s): Test Location Map
Roadway Inspection Report
DCP Report
Avolis Engineering PA design 11/5/2014

Roadway Inspection Locations

Eleven (11) test locations were selected for saw cutting in order to inspect the asphalt thickness, the stone base thickness, and sub-base soil conditions. Exact locations of each inspection is provided in feet from the entrance to the Cluster III's roadway segment.

A summary of our findings at each location follows and the results depicted in attached DCP tests and Asphalt & Stone Thickness reports:

Test Location 1, approx. 1,228 ft., had a pavement section consisting of ~2" of asphalt with no crushed stone base. Roadway width is ~34 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 2, approx. 1064 ft., had a pavement section consisting of ~2.5 inches of asphalt with no crushed stone base. Roadway is ~15 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 3, approx. 993 ft., had a pavement section consisting of ~1.5 inches of asphalt with no crushed stone base. Roadway width is ~16 ft. The sub-base soils are classified as clayey sandy with an AASHTO soil classification of A-2-7. DCP tests performed to a depth of 4 feet indicated the soils to be in a dense state.

Test Location 4, approx. 945 ft., had a pavement section consisting of 1.75" inches of asphalt with no crushed stone base. Roadway width is ~20 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 5, approx. 742 ft., had a pavement section consisting of ~3.0" of asphalt with no crushed stone base. Roadway width is ~17 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 6, approx. 599 ft., had a pavement section consisting of ~2.5 inches of asphalt with no crushed stone base. Roadway width is ~19 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 7, approx. 530 ft., had a pavement section consisting of 1.5" of asphalt with no crushed stone base. Roadway width is ~16 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7. DCP tests performed at the depth of 4 feet indicated the soils to be in a loose to soft state. At 5 feet, the soils were found in a dense state.

Test Location 8, approx. 475 ft., had a pavement section consisting of ~1.5" of asphalt with 4" of crushed stone base. Roadway width is ~32 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 9, approx. 411 ft., had a pavement section consisting of 1.25" of asphalt with 10" of crushed stone base. Roadway width is ~26 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7. DCP tests performed to a depth of four feet indicated the soils to be in a dense state.

Test Location 10, approx. 327 ft., had a pavement section consisting of 1.75" of asphalt with 10" of crushed stone base. Roadway width is ~31 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Test Location 11, approx. 174 ft., had a pavement section consisting of ~1.5" of asphalt with 9" of crushed stone base. Roadway width is ~50 ft. The sub-base soils are classified as sandy with an AASHTO soil classification of A-2-7.

Observations

All pavement sections tested generally consisted of 1.5+ inches of asphalt surface course with no base course found in Test Nos. 1 thru 7 and approximately 9 inches of base course in Test Nos. 8 thru 11. The DCP test results indicated sub-base soils are sandy and found in a dense state with the exception of the Test No. 7 area where standing water was found. This area exhibited sub-base soils in a loose and soft state at the 4 foot depth. The soils were classified as a Type A-2-7 soil in accordance with AASHTO soil classification system. With this type of sub-base soil, The North Carolina Department of Transportation's (NCDOT) Minimum Standards for Subdivision Roads require the asphalt surface course to be a minimum thickness of 1.5 inches and the aggregate base course to be a minimum thickness of 6 inches. Based on the pavement section encountered in Cluster III, the roads are not constructed in accordance with the NCDOT's minimum standards.

In all likelihood, the cause of the asphalt surface course failures is due to sub-base failures. Although all locations evaluated found the asphalt surface course, the base course did not have proper thicknesses throughout the roadway section. Inevitably, the sub-base did not support the loads applied to the roadway. NCDOT Minimum Standards for Subdivision Roads also required the sub-base material to be compacted to a minimum dry density of 100 percent of the AASHTO T-99 maximum dry density.

Recommendations

We recommend the roads be repaired by first proof rolling the roads and locating areas of failure. Proof rolling should be performed with a loaded dump truck with a weight of at least 40 tons in a systematic way so that all areas are determined and recorded. Areas that deflect should be over excavated a minimum of 18 inches and back filled with aggregate base course. The aggregate base course backfill should be compacted to a

dry density of at least 100% of the AASHTO T-180 maximum dry density. The repaired areas should be paved with a minimum 2 inches of asphalt surface course consisting of S 9.5A as defined by the NCDOT.

For reference and attached herein, Avolis Engineering, PA, located areas in a design dated 11/5/2014. General visual inspection shows that the areas identified in that design are the locations in need of over-excavation and full depth repair.

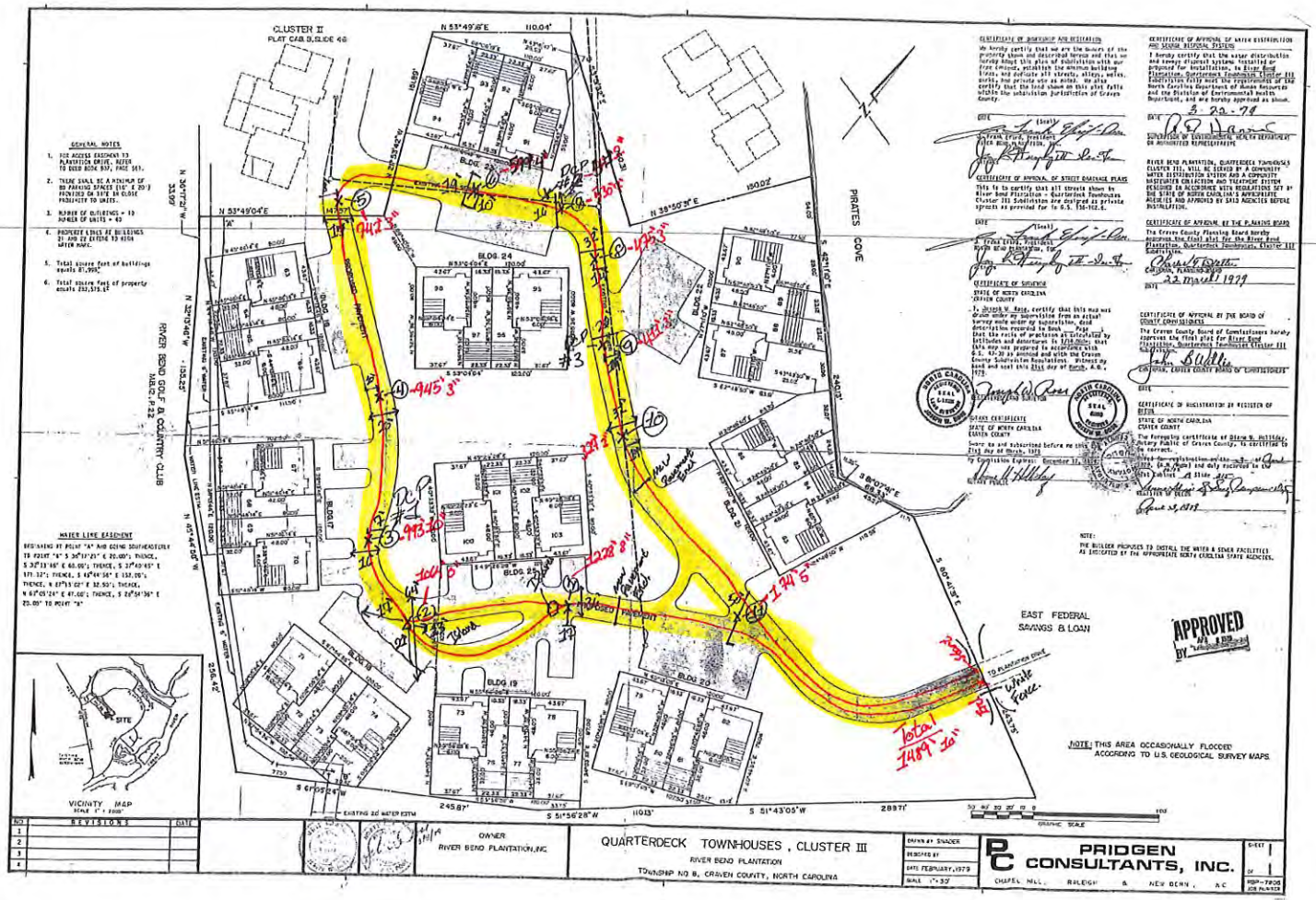
After all soft areas are located, under cut, backfilled and patched, the remaining road surfaces should have all the exposed cracks, pits and damaged areas cleaned and sealed. The remaining asphalt surface should have an asphalt sealer applied. The sealer should be a coal tar asphalt pavement sealer with additives such as sand and polymers to improve durability, fuel resistance and skid resistance. The sealer should be applied in at least three coats to satisfy that the cracks and imperfections are completely filled and the remaining asphalt surface covered. The asphalt road surface should be thoroughly cleaned by sweeping. All other imperfections need to be cleaned out by using compressed air prior to placing the first coat of sealer. Second and third coats should follow in accordance with the product manufacturer's recommendations. After cleaning and full depth repairs are complete, a final 2" S9.5A asphalt overlay should be placed throughout the entire Cluster III footprint.

We appreciate the opportunity to be of service. If you have any questions, please call.

Sincerely,
CAROLINA ENGINEERS, P.A.

Myron P. Meadows, PE, PLS
Project Engineer
N.C. Registration No. 36781

NORTH CAROLINA PROFESSIONAL SEAL 36781 ENGINEER MYRON PAGE MEADOWS
3.6.20


CLUSTER II
PLAT CAB. B, SLIDE 48
N 53°49'5"E 110.04'
N 53°49'04"E
N 38°50'3"E 150.02'
PIRATES COVE
S 42°17'E
RIVER BEND GOLF & COUNTRY CLUB
MBR. 2-23
BLDG. 24
BLDG. 22
BLDG. 23
BLDG. 17
BLDG. 19
BLDG. 20
EAST FEDERAL SAVINGS & LOAN
TO FLANDERS DRIVE
S 51°43'05"W 283.71'
S 51°56'28"W 110.13'
S 67°05'24"W 245.87'
EXISTING 20' WATER EASEMENT
GRAPHIC SCALE
VICINITY MAP
SITE
GENERAL NOTES
1. FOR ACCESS EASEMENT TO PLANTATION DRIVE, REFER TO DEED BOOK 837, PAGE 243.
2. THERE SHALL BE A MINIMUM OF 80 PARKING SPACES (10' X 20') PROVIDED ON SITE AS CLOSE PROXIMITY TO UNITS.
3. NUMBER OF BUILDINGS = 10
NUMBER OF UNITS = 40
4. PROPERTY LINES OF BUILDINGS 21 AND 22 EXTEND TO RIVER WATER MARK.
5. Total square feet of buildings equals 87,998.
6. Total square feet of property equals 252,512.1F
WATER LINE EASEMENT
BEGINNING AT POINT "A" AND RUNNING SOUTHWESTERLY TO POINT "B" S 26°11'21" E 20.00'; THENCE, S 38°13'18" E 60.00'; THENCE, S 27°49'45" E 171.32'; THENCE, S 42°44'56" E 132.05'; THENCE, N 87°51'02" E 32.50'; THENCE, N 63°05'24" E 47.00'; THENCE, S 26°54'36" E 20.00' TO POINT "B"
NOTE: THE BUILDER PROPOSES TO INSTALL THE WATER & SEWER FACILITIES AS INDICATED BY THE APPROPRIATE NORTH CAROLINA STATE AGENCIES.
APPROVED
NOTE: THIS AREA OCCASIONALLY FLOODED ACCORDING TO U.S. GEOLOGICAL SURVEY MAPS
Total 1489' to 11
REVISIONS
OWNER
RIVER BEND PLANTATION, INC.
QUARTERDECK TOWNHOUSES, CLUSTER III
RIVER BEND PLANTATION
TOWNSHIP NO 8, CRAVEN COUNTY, NORTH CAROLINA
DATE FEBRUARY, 1979
SCALE 1" = 30'
PRIDGEN CONSULTANTS, INC.
CHAPEL HILL, RALEIGH & NEW BERN, N.C.

CAROLINA ENGINEERS, PA

CAROLINA ENGINEERS, PA - NC License No. C-0205

Geotechnical • Materials Testing • Forensic • Site Development • Surveying • Test Boring

ROADWAY INSPECTION REPORT

Client: Quarterdeck Townhouses, Cluster III - HOA
Contractor: Quarterdeck Townhouses, Cluster III - HOA
Project Name: Roadway Section Inspection and Recommendation
Location: River Bend, NC

Date: 3/4/2020
Job No. 149-20

Description of Material Tested: Roadway surface & subgrade
Date Test Performed: 2/28/2020
Testing Technician(s): Adam Rivers/Mike Jones

Test No.	Street Name(s)	Street Width	Feet*	Asphalt Thickness	Location(s)	Stone Thickness
1	Cluster III	~34 feet	1228'	~2"	Center Line	0.0"
2	Cluster III	~15 feet	1064'	~2.5"	Center Line	0.0"
3	Cluster III	~16 feet	993'	~1.5"	Center Line	0.0"
4	Cluster III	~20 feet	945'	~1.75"	Center Line	0.0"
5	Cluster III	~17 feet	742"	~3.0"	Center Line	0.0"
6	Cluster III	~19 feet	599'	~2.5"	Center Line	0.0"
7	Cluster III	~16 feet	530'	~1.5"	Center Line	0.0"
8	Cluster III	~32 feet	475'	~1.5"	Center Line	8.0"
9	Cluster III	~26 feet	411'	~1.25"	Center Line	10.0"
10	Cluster III	~31 feet	327'	~1.75"	Center Line	10.0"
11	Cluster III	~50 feet	174'	~1.5"	Center Line	9.0"

Remarks:
*Exact location of each inspection is provided in feet from the entrance to Cluster III's roadway segment.

NORTH CAROLINA PROFESSIONAL SEAL 36781 ENGINEER MYRON PAGE MEADOWS
3.6.20

CAROLINA ENGINEERS, P.A.
NC Reg. No. 36781

PO Box 1595, New Bern, NC 28563, Tele: (252) 633-2425, Fax: (252) 634-9718, www.carolinaengineers.com

CAROLINA ENGINEERS, PA - NC License No. C-0205

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DYNAMIC CONE PENETRATION REPORT

Client: Quarterdeck Townhouses, Cluster III **Date:** February 28, 2020
Contractor: Home Owners Association (HOA) **Job No:** 149-20
Project: Subgrade Analysis, Cluster III Roadway Segment
Location: River Bend, NC

Test No.	Location of Test	Date Tested	Test Depth	Blows per 1-3/4" Increment			Approximate Bearing Capacity (PSF)
				1	2	3	
1	Test Location No. 3	2/28/20	2 feet	7	8	9	2000
1	Test Location No. 3	2/28/20	4 feet	8	9	10	2000
1	Test Location No. 3	2/28/20	6 feet	7	9	9	2000
2	Test Location No. 7	2/28/20	2 feet	8	9	9	2000
2	Test Location No. 7	2/28/20	4 feet	-	-	-	<<2000
2	Test Location No. 7	2/28/20	5 feet	6	7	8	2000
2	Test Location No. 7	2/28/20	6 feet	8	9	10	2000
3	Test Location No. 9	2/28/20	2 feet	6	7	7	2000
3	Test Location No. 9	2/28/20	4 feet	8	8	9	2000
3	Test Location No. 9	2/28/20	6 feet	9	10	10	2000

COMMENTS & RECOMMENDATIONS

The augered borings were performed in accordance with ASTM D-1452.

The material encountered in Test Hole Nos. 1 & 2 consisted of light orange & light gray sand to 4 feet underlain with light gray, saturated sand to the boring termination depth of 6 feet. The water table was not recorded.

The material encountered in Test Hole No. 3 consisted of crushed stone to ~10 inches underlain with orange & gray sand to 4 feet, then light gray & white, saturated sand to the boring termination depth of 6 feet. The water table was not recorded.

Dynamic Cone Penetrometer (DCP) testing in Test Hole Nos. 1 & 3 indicated soil bearing capacity values at approximately 2,000 pounds per square feet at the subgrade areas tested.

Dynamic Cone Penetrometer (DCP) testing in Test Hole No. 2 indicated soil bearing capacity values below the 2,000 pounds per square feet from 2 feet to 5 feet below ground elevation. Our field technician pushed, by hand, the DCP rod to the depth of 5 feet before finding stable subgrade.

Based on the DCP test results and visual examination, we conclude all subgrades have AASHTO A-2-7 qualities which is good material for asphalt subgrades. Other than areas determined by proof rolling to need remediation, the current asphalt and subgrade topped with an additional 2" on SF-9.5A asphalt will provide a stable and structurally sound pavement that would be comparable to minimum NCDOT Subdivision Standards. The roadway width, utilities, curbing, and islands were not studied in this report for conformance to NCDOT Minimum Subdivision Standards.

NORTH CAROLINA PROFESSIONAL SEAL 36781 ENGINEER MYRON PAGE MEADOWS

3.6.20

Carolina Engineers, PA
NC Reg. No. 36781

(4)

NORTH CAROLINA
Environmental Quality

NC DEQ

Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA)

Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA)

Please note: This funding program is available in the Spring 2020 funding round only.

The ASADRA program offers supplemental funding to the State Revolving Fund programs for wastewater treatment works and drinking water facilities impacted by Hurricanes Florence and Michael.

- An EPA memo providing details on the funds can be found below. (See associated files at bottom of page)
- On Feb. 12, 2020, the State Water Infrastructure Authority approved the priority rating system to be used for projects eligible for ASADRA funding and conditions for applying principal forgiveness to funded projects.
- The staff report considered by the Authority and containing the approved priority rating system and principal forgiveness criteria can be found below. (See associated files at bottom of page)

To meet ASADRA requirements, 20 percent-to-30 percent of the federal capitalization grant will be used to provide additional subsidization in the form of principal forgiveness. The Division will provide additional subsidization to projects in the categories provided below in the order in which the projects are scored using the priority rating system. If a project is eligible for multiple

PROPOSED

TOWN OF RIVER BEND
POLICY ON USE OF TOWN HALL MEETING ROOM

As a service to the community, the town's meeting rooms may be made available on an equitable basis for the lawful activities of groups or individuals. Approval by the town to use its facilities does not constitute official endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors. The meeting rooms shall not be used for any purpose that is not a permitted use in the town's zoning regulations.

WHO MAY USE THE MEETING ROOM/FACILITY. The town's meeting rooms may be reserved for activities by the following:

a. Individuals
b. Groups officially affiliated with the Town of River Bend
c. Other agencies that are affiliated with local, state or federal governments
d. Legally established organizations, non-profits and civic groups such as Boy Scouts of America, Girl Scouts of the USA, Lions Club, Rotary Club, Shriners, etc.
e. Private organizations such as Home Owners Associations, political party organizations and other private groups

The person who signs the meeting room request form will be recognized as the sponsor of the event and shall be the person who is responsible for compliance with this policy.

HOURS. The hours the Meeting Room may be used are:

Monday through Friday	8:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	12:00 (Noon) to 5:00 p.m.

RESERVATIONS. Requests for the use of the room must be submitted to the town during normal town office hours. Reservations are not official until confirmed by the town. Adult supervision and responsibility are required for events involving children. The sponsor is required to notify the town immediately of any cancellations. Official meetings of the town government and its boards and commissions have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in the town's favor. Non-town affiliated groups/individuals are prohibited from reserving the room/facility on a long-term basis, which is defined as: *more than once per week or any usage during more than twelve consecutive months.* All long-term reservations must be renewed each calendar year on a first-come basis.

RESPONSIBILITIES OF THE SPONSOR. Activities must begin and end in a timely manner to allow for setup, cleanup and restoration of the room within the time allotted. The sponsor is responsible for setting up the room for the use for which it is intended and for cleaning and restoring it to its original configuration upon completion of the meeting. The sponsor assumes all responsibility for any damage caused to town's facilities and equipment during their usage of the facility. Any damage must be reported immediately to the town. If the meeting begins or ends outside of normal town office hours, the sponsor is responsible for arranging opening and closing, including locking up the building once all participants have vacated the building. This can be done by notifying the police officer on duty by calling 252-638-1108.

PROHIBITIONS.

a. Smoking of any kind (tobacco or e-cigarettes)
b. Open flames of any kind, except those specifically designed for and used to warm prepared foods, such as those typically used by caterers
c. Alcoholic beverages
d. Cooking (does not include simply warming foods that are cooked elsewhere)
e. Animals
f. Any unlawful activity

Events that include the serving of food/drinks are allowed. However, any foods that require cooking shall be cooked elsewhere prior to being used in the town's facilities. Activities that involve more than normal wear and tear on the meeting room facility, generate excessive noise or are disruptive to the conduct of town business may not be permitted.

RENTAL FEES.

$ 50.00 fee for up to four hours in a single day
$100.00 fee for more than four hours in a single day.

Meetings organized by the Town of River Bend, its advisory boards, town sponsored organizations or town authorized meetings of other local, state or federal governments are exempt from rental fees. Local chapters, that serve the Craven County area, of legally established organizations, non-profits, and civic groups such as Boys Scouts of America, Girls Scouts of the USA, Lions Club, Rotary Club, Shriners, etc. may also be exempted from rental fees. Groups such as these may be considered for exemption from the rental fees by requesting a waiver from the Town Manager, using the form provided by the Town. All others are subject to the fee.

DEPOSIT.

Any event by non-officially town affiliated groups that includes the serving of food and/or beverages of any kind requires the pre-payment of a $250 deposit. The deposit may be fully returned to the sponsor following an inspection by the town, provided that the facility was not damaged during the event. Any damages caused during the event, as solely determined by town, shall be assessed to the sponsor and deducted from the deposit. If the damages exceed the amount of the deposit, the sponsor shall be responsible for any additional payment necessary to repair the damages to the town's satisfaction. Failure to pay for any damages shall result in legal action against the sponsor and possible prohibition of future use of the facility by the sponsor/individual/group.

ADOPTED: 12-21-94.

AMENDED: 12-20-00
12-19-01 (To be effective when Town Manager assumes position)

FILE COPY

CURRENT

TOWN OF RIVER BEND
POLICY ON USE OF TOWN HALL MEETING ROOM

As a service to the community, the River Bend Town Hall Meeting Room shall be made available on an equitable basis for the lawful activities of groups or individuals. Permission of the Town to use its Meeting Room does not constitute official endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors.

WHO MAY USE THE MEETING ROOM. The Town Hall Meeting Room may be reserved for activities by the following:

a. an individual resident of River Bend;
b. an employee of River Bend;
c. a recognized organization composed principally of River Bend residents;
d. when the purpose or activity is of specific interest to River Bend residents.

The individual sponsor or head of the organization reserving the room shall be held responsible for room use regulations.

HOURS. The hours the Meeting Room may be used are:

Monday thru Friday	8:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	12:00 Noon to 5:00 p.m.

RESERVATIONS. Requests for the use of the Meeting Room must be submitted to the Town Clerk during normal Town office hours.

Reservations are not official until confirmed by the Town Clerk.

Adult supervision and responsibility are required for events involving children.

The sponsor is required to notify the Town Clerk immediately of any cancellations.

Official meetings of the Town government and its boards and commissions have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in their favor.

RESPONSIBILITIES OF THE SPONSOR. Activities must begin and end in a timely manner to allow for setup, cleanup and restoration of the room within the time allotted. The sponsor is responsible for setting up the room for the use for which it is intended and to see that the room is clean and restored to its original configuration upon completion of the meeting. The sponsor or groups using the Meeting Room assume all responsibility for damage to Town Hall facilities and equipment which must be reported immediately to the Town Clerk. If outside normal Town Hall office hours, the sponsor is responsible for locking up the building once all participants have vacated. This can be done by notifying the police officer on duty or by personally locking the entry door knobs from the inside.

PROHIBITIONS. Tobacco, alcoholic beverages and cooking are prohibited. Only light refreshments and prepared finger foods are allowed (such as coffee, tea, soda, cookies, cakes, cupcakes).

Activities that involve more than normal wear and tear on the Meeting Room facility, generate excessive noise or are disruptive to the conduct of Town business shall not be permitted.

No admission fees shall be charged to attend the function.

No goods for sale shall be allowed.

FEES. A $35.00 fee shall be charged for using the Meeting Room for up to four hours, and a $60.00 fee for more than four hours in a day.

River Bend organizations or groups may be exempted by requesting to the Town Manager using the form below.

ADOPTED: 12-21-94.

AMENDED: 12-20-00
12-19-01 (To be effective when Town Manager assumes position)

principal forgiveness categories, the category that provides the greatest amount of principal forgiveness will be used. If availability of funds exceeds project demand, the dollar value limits may be exceeded to ensure all available funds are utilized.

Non-viable rescue: Projects that eliminate a non-viable system to benefit a disadvantaged community with a financial need consistent with the criteria in Affordability Criteria below and served by a public water and wastewater system will receive principal forgiveness for the full amount of the loan up to $3,000,000. The disadvantaged community either meets the affordability criteria or is representative of the criteria.

Resiliency: Projects that receive prioritization points for resiliency in item 2.N.2, or 2.N.3 will receive principal forgiveness of 25% of project costs up to $1,000,000. Resiliency items 2.N.2 and 2.N.3 are received if the project fortifies or elevates infrastructure within floodplain, the project improves ability to assure continued operation during flood events or the project repairs infrastructure damaged during covered event

Affordability: Projects that receive project purpose points when the applicant has less than 20,000 residential wastewater connections, at least three (3) of five (5) LGU indicators worse than the state benchmark, an operating ratio (future) of less than 1.3, utility rates greater than the state median, and/or project cost per connection greater than $1,150 per connection will receive principal forgiveness percentages will follow the affordability criteria grant percentage matrix found in Appendix E and will range from 25% to 100% in increments of 25% up to $1,000,000 per applicant per round with the targeted interest rate as described under 5.3.1.7 applied to the remaining portion of the loan.

Moving Infrastructure out of Flood Plains: Projects that receive prioritization points for resiliency in item 2.N.1 (Project relocates infrastructure out of a floodplain) will receive principal forgiveness for the full amount of the loan up to $3,000,000.

Associated Files

Award-of-State-Revolving-Funds-Appropriated-by-the-Additional-Supplemental-Appropriations-for-Disaster-Relief-Act-of-2019.pdf (https://files.nc.gov/ncdeq/WI/Award-of-State-Revolving-Funds-Appropriated-by-the-Additional-Supplemental-Appropriations-for-Disaster-Relief-Act-of-2019.pdf)

PDF • 1.63 MB

Download (https://files.nc.gov/ncdeq/WI/Award-of-State-Revolving-Funds-Appropriated-by-the-Additional-Supplemental-Appropriations-for-Disaster-Relief-Act-of-2019.pdf)

Municipal Services Engineering Company, P.A.
P.O. BOX 97 GARNER, N.C. 27529
(919) 772-5393
LICENSE NUMBER: C-0281
P.O. BOX 349 BOONE, N.C. 28607
(828) 262-1767

Agreement for Grant and/or Loan Application Services

Part 1 – Grant/Loan Application Authorization

THIS AGREEMENT, made and entered into this the 9th day of March, 2020 by and between **Municipal Engineering Services Company, PA, (MESCO)**; and **Town of River Bend, North Carolina** (Applicant).

W I T N E S S E T H

THAT WHEREAS, the Applicant desires to apply for a grant and/or loan in the amount of $600,000 to the following agency or agencies (check all that apply):

☐ Community Development Block Grant – Infrastructure (CDBG-I)
☐ Clean Water State Revolving Fund (CWSRF)
X Drinking Water State Revolving Fund (DWSRF)
X State Wastewater & Drinking Water Reserve Programs
☐ Merger/Regionalization Feasibility Grant Program
☐ Asset Inventory and Assessment Grant Program (AIA)
☐ NC Commerce Industrial Development Fund (IDF)
☐ NC Commerce Economic Infrastructure
☐ NC Commerce Appalachian Regional Commission (ARC)
☐ Golden Leaf Foundation
☐ NC Parks and Recreation Trust Fund (PARTF)
☐ NC Commerce Appalachian Regional Commission (ARC)
☐ US Department of Agriculture – Rural Development (USDA-RD)
☐ US Commerce Economic Development Administration (EDA)
☐ Other _____

NOW THEREFORE, IT IS AGREED that MESCO will prepare the funding application for the Applicant at no charge with the understanding that MESCO will enter into a contract for Engineering Design, Construction Phase, and Grant Administration Services for the project if the applicant is awarded the grant/loan. If the application is unsuccessful, MESCO will not charge the Applicant for the costs associated with the preparation of the funding application.

However, if the Applicant is awarded a grant and/or loan, and elects not to accept funding for the project, or does not supply the required information in a timely manner to provide for the submission of the application by their fixed deadline, or selects another firm to provide

Initial
MESCO: _____
Applicant: _____

Applicant fails to make any payment as same becomes due in accordance with the terms of this Agreement and such failure continues for ten (10) days after the due date thereof; (ii) Applicant fails to perform or observe any other covenant, condition, or agreement to be performed or observed by it hereunder and such failure is not cured within ten (10) days after said performance is due; (iii) discovery by MESCO that any statement, representation, or warranty made by the Applicant pursuant hereto or in connection with this Agreement is false, misleading, or erroneous in any material respect; or (iv) proceedings are commenced in bankruptcy.

8. Remedies. Upon the occurrence of an Event of Default, and as long as such Event of Default is continuing, MESCO, in addition to, and without waiving any other remedy available to it: (i) may cease all work in progress; (ii) terminate this Agreement; and (iii) exercise all legal and equitable rights, remedies and privileges which may be available to it.

9. Collection Costs and Reasonable Attorney Fees. In the event MESCO is caused to engage the services of an attorney to enforce the terms of this Agreement, MESCO shall be entitled to recover of the Applicant the costs of such enforcement including, but not limited to: reasonable attorney's fees, court costs and other fees and costs reasonably incurred.

10. Bills and Notices. Except as otherwise provided, notice to the Applicant shall be deemed sufficiently given upon personal delivery or via U.S. Mail to the Applicant at the address herein set forth or at such other address as the Applicant may provide in writing. Any such notice shall be deemed to have been received five (5) days subsequent to mailing. Notice to MESCO shall be made in writing via certified mail and served on MESCO at 68 Shipwash Drive, Garner, NC 27529.

11. Waiver. Failure to require strict performance of any of the provisions hereof shall not be considered a waiver of future right to demand strict performance with the provisions of this Agreement.

12. Entire Agreement: This agreement constitutes the entire agreement between Municipal Engineering Services Company, P.A. and Applicant. Any promise, condition, inducement or warranty, express or implied, not included in writing in this Agreement shall not be binding upon any party, and the terms and conditions hereof apply as printed without alteration or qualification, except as specifically modified and approved in writing by an authorized agent of Municipal Engineering Services Company, P.A. The terms and conditions of this Agreement shall govern notwithstanding any inconsistent or additional terms and conditions or any purchase order or another document submitted by Applicant.

(6)

Town of River Bend, NC

Website Partnership Plan

Work Order

Under Master Services Agreement

March 5, 2020

1301 Gervais Street Suite 1800 | Columbia, SC 29201

800.787.1160

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VC3 Overview

VC3, Inc. is a Southeast-based managed IT services company with offices in South Carolina, North Carolina, Georgia, Alabama, and Tennessee. With over 24 years of experience and focus in local governments, VC3, Inc. is well positioned to ensure that the products and services we provide will exceed your expectations. We are the strategic technology partner for the Municipal Association of South Carolina and the North Carolina League of Municipalities. VC3's clients include over 160 municipal and local government organizations throughout the Southeast.

Current service offerings include:

- ***Website Design, Development, and Hosting***
- Managed IT Services
- Hosted Desktops
- Backups and Disaster Recovery
- Email Hosting and Archiving
- Telephony
- SharePoint Development and Hosting
- Application Development

Since 1994, VC3 has been consistently recognized as a leader in developing Internet-based applications and web technologies, network technology solutions, and world-class support services. In our 24th year, VC3 remains committed to incorporating the latest technological advances that profoundly impact our customers in the applications and solutions we provide. To that end, VC3 is firmly committed to using industry leading products from vendors such as Cisco and Microsoft, resulting in consistent success in providing our customers with the highest level of return and satisfaction.

VC3's multi-dimensional offerings and ongoing success rely heavily on our ability to build solid, long-term relationships with our customers. We sincerely look forward to providing your organization with the highest quality solution.

Since 2015, VC3 has been named as one of the Top 100 private companies in South Carolina through the Grant Thornton South Carolina 100™ ("The South Carolina 100™"), the only ranking of the state's largest privately held companies. For six consecutive years, VC3 has been named as one of the Best Places to Work in South Carolina, sponsored by the South Carolina Chamber of Commerce. In 2014, we were awarded the national When Work Works Award for use of effective workplace strategies to increase business and employee success. We were the only business in the Midlands honored with this award and just one of four honorees in South Carolina. VC3 is also compliant SOC 2 Type 2.

References

Company Name	Contact Name	Telephone Number
Town of Wake Forest, NC	Bill Crabtree	919.435.9400
Town of Weddington, NC	Lisa Thompson	704.846.2709
City of Valdosta, GA	Sementha Matthews	229.259.3548
Town of Forest City, NC	Emily Sain	828.248.5202

Partial Client List

Berkeley County Water & Sanitation, SC
City of Barnwell, SC
City of Beaufort, SC
City of Boiling Spring Lakes, NC
City of Covington, GA – Police Department
City of Gaffney, SC
City of Mauldin, SC
City of Walterboro, SC
City of Washington, NC
City of Westminster, SC
Colleton County, SC
Greene County, NC
Interstate Shellfish Sanitation Conference
Irmo Chapin Recreation Commission
Joint Municipal Water and Sewer Authority
Merritt Veterinary Supplies, Inc.
NACIO – Natl. Assoc. of County Info. Officers
NC Government Finance Officers Association
Orange Water & Sewer Authority
Pamlico County, NC
Red Rock Developments
SC Association of Counties
SC Election Commission
Town of Burgaw, NC
Town of Edisto Beach, SC
Town of Emerald Isle, NC
Town of James Island, SC
Town of Kure Beach, NC
Town of Olanta, SC
Town of Selma, NC
Town of Stedman, NC
Town of Surfside Beach, SC
Town of Wake Forest, NC
Town of Waynesville, NC
Triangle J Council of Governments
Venture Back Office
Village of Marvin, NC
Ward Services

Strategic Endorsed Partnerships

VC3 is proud to be the sole endorsed IT partner with the North Carolina League of Municipalities (NCLM) since 2007, and has also been the strategic technology partner with the Municipal Association of South Carolina (MASC) since 1999. VC3 became a strategic technology partner with the Tennessee Municipal League in 2018.

Tennessee Municipal League (TML)

226 Capitol Blvd, Suite 710

Nashville, TN

Contact: Mark Barrett

Title: Legislative Research Analyst

Email: mbarrett@tml1.org

Phone: 615-425-3909

North Carolina League of Municipalities (NCLM)

308 West Jones Street

Raleigh, NC 27603

Contact: Rob Shepherd

Title: Assistant Director of Business and Membership Services

Email: rshepherd@nclm.org

Phone: 919-715-9767

Municipal Association of South Carolina (MASC)

1411 Gervais Street

Columbia, SC 29201

Contact: Krystal Dailey

Title: Information Technology Manager

Email: kdailey@masc.sc

Phone: (803) 933-1249

Website Design and Development

Needs Assessment & Strategic Planning

VC3 begins each project with a discovery phase to learn all about the Town, its departments, audiences and the needs and requirements for the new website. Employing both internal and external online surveys and one-on-one interviews with department heads, VC3 will gather input from all audiences. VC3 will also evaluate the Town's current website, content, available analytics, and social media presence to fully understand the Town's self-image, audiences, goals, and initiatives.

VC3 will then work closely with a defined Website Committee to collaborate on the development strategy to create a web presence that focuses on audience access, communication, and participation.

"VC3 has made it easier than ever before for our local government to serve our citizens by providing us with modern web tools and a team of talented and courteous professionals. Our website had integrity and purpose and is utilized by staff and citizens alike for most public information and service needs. Thank you VC3! You rock!"

-Sementha Mathews, Public Information Officer at Valdosta, GA

With the experience of successfully creating and managing over 100 municipal & county websites, VC3 brings to the table vast knowledge of sitemap creation, content strategy, and technology and systems integration.

Design

VC3's Web Design Team understands the balance needed to create a beautiful website that conveys the true character of the Town with a user experience that is clean and easy to use. VC3 will create a unique, modern and flexible design that addresses all facets of the user experience, including typography, imagery, navigation, and accessibility. The design phase will be a collaborative effort with the Town, allowing for input, review, and revisions to ensure the design is a source of pride for the Town.

Page layouts will be created to cleanly organize and display content and features, with the forethought of how each page will display on various devices and screen sizes in a consistent manner.

Development & Testing

During the website redesign project, VC3 will change the website's CMS to the new Drupal-based system. VC3 will migrate all existing content into the new website.

The website will be written using modern HTML5/CSS3 W3C standards, with graceful degradation for out-of-date browsers. VC3 extensively tests for compatibility across all modern browsers and devices to ensure a consistent user experience - IE11, Edge, Chrome, Firefox, Safari.

Accessibility

VC3 will develop and test the site for Section 508 ADA (American Disability Act) compliance standards that state all electronic and information technology must be accessible to people with disabilities.

Mobile / Tablet Accessibility

To create the best viewing experience for users of mobile phones (iPhone, Android phones, Windows Mobile) and tablet devices (iPad, Android tablets, Kindle Fire), VC3 will develop the website using "Responsive Web Design". This design technique automatically adjusts the website's layout and usability based on the user's screen size and orientation. Since this approach is completely device independent, current and future platforms and devices will automatically be accommodated. Responsive design also eliminates the need for a mobile-specific version of the site.

Content Management

Our enhanced content management system (CMS) leverages the power of Drupal, an open source, web-based site publishing tool that allows editors to easily manage and update their website. Our CMS uses a common word processing paradigm for content editing, similar to Microsoft Word, while maintaining a secure environment with login requirements and approval structures, all done in an online web browser, and without having to know or use HTML.

The Drupal software system is a leader in providing the backbone for government websites throughout the world. US Government websites using Drupal include:

- The White House, Department of Energy, Department of Labor, Department of Commerce, Department of Transportation, National Cancer Institute, NASA, and US Army of Corps of Engineers

The benefits of using VC3's CMS for managing your website are:

- **The Control You Need** – Change text, upload images, and documents, post news or events, whenever, wherever you can access the web.
- **No Extensive Training Needed** – Managing content is as simple as logging in, browsing the website and making changes via our easy-to-use editor that works just like a typical word processor.
- **Configurable and Flexible** – The power and flexibility of Drupal allows VC3 to create and implement custom features and configurations on-the-fly, without the need for a site rebuild or downtime.
- **Change Management & Workflow** – An approval process can be set up that allows changes to be routed to approvers before changes are applied to the live website.
- **Grow Over Time** – Add as many pages as you like and your website can grow with your organization over time, including the addition of links to the site's navigation bars.

Application Development

VC3 offers a team of web application developers with expertise in custom applications, systems integration, and data migration. VC3's software engineers can create or integrate any custom application requirements needed for your website. If you desire custom application development, it can be scoped for you by our application development team.

SHAREPOINT INTEGRATION

In addition to custom applications, VC3's development team is well versed in Microsoft SharePoint intranets and custom integrations. If integrations between the website and SharePoint are desired, VC3

will work with you to define the integrations and develop the website to integrate with Microsoft SharePoint. This will allow employees to manage content from one area rather than multiple areas whether it is managed from the website and pushed to SharePoint or vice versa. Some examples of content that can be integrated include:

- News and Events
- Employee Information
- Documents and Forms

Training

VC3 provides training to all Town employees that will be using the website's CMS. In this training, employees will learn how to edit and add content, add images and videos, create, move and delete pages, and add content features to pages. Help documentation is always available within the CMS and our support team will always be available to help with any questions. VC3 will also guide employees on best practices for content, usability, and how to maintain an ADA compliant website.

Hosting

VC3 includes robust, managed hosting of your website. VC3's hosting environments for both your core code and databases are fast, resilient and secure. Your website will be actively monitored for page delivery speed and uptime, while regularly scheduled daily, weekly, and monthly backups provide peace of mind.

VC3 hosting meets the following criteria:

- Hosting in SSAE 16 Type II compliant data centers with redundancies for ISP providers, power, and backups.
- Guaranteed uptime of 99.9% backed by a Service Level Agreement (SLA).
- Full disaster recovery to a backup data center.
- Complete Distributed Denial of Service (DDoS) mitigation solution to detect and mitigate malicious cyber-attacks.

Website Core Features

WYSIWYG CONTENT EDITOR

Our Content Management System allows editors to create content via an easy-to-use visual content editor. No coding necessary.

- Format text with bold, italic, underline.
- Align text and images to the left, center, right, or fully justified.
- Insert hyperlinks to web pages, documents, or email addresses.
- Upload multiple files at once.
- Insert, resize, and crop images.
- Create bulleted lists, numbered lists, and tables.
- Format text with headings and site-specific styles.
- Insert embed codes.
- Undo and redo changes.
- View and edit HTML source.

USER MANAGEMENT & CONTENT APPROVAL WORKFLOW

In order to affect any changes to the website, a user must login with a username and password. Each authenticated user will have a defined role such as administrator, content author or content publisher.

- **Content Authors** can login into the website and edit content on their designated or departmental pages, but they cannot directly publish content to the live website. Content Authors must submit their changes for approval by Content Publishers.
- **Content Publishers** can log in, edit content on their designated pages, and can approve or reject content in order to publish it to the live website.
- **Administrators** can manage users and assign users to roles.

CONTENT VERSIONING

Content Versioning keeps a history of every edit for a page's content. Once versioning is enabled, a grid will appear below the editor with links to the previous versions of the content. Any previous version can be compared side by side with the current version or restored to the editor.

CONTENT SCHEDULING

Each content module has the concept of a publishing start and end date which allows content administrators to choose when their content will appear on the site.

SITE SEARCH

As content is created and updated it is indexed into the search module which allows users to instantly find this content in the search results.

SEARCH ENGINE OPTIMIZATION (SEO)

The best strategy for search engine optimization is creating relevant content for the search terms you want the site to be found for, creating proper semantic markup, having friendly URLs, and providing relevant meta descriptions.

SSL Secure Certificate

Your site will include an SSL Secure Certificate, ensuring your site and any data passing through it will be fully secure and encrypted.

Website Content Features

News

The news module allows users to post and categorize news stories. The news module produces an RSS feed of posts and administrators can manage whether to show a calendar, tag cloud, Google map or archive links.

Meeting and Event Calendars

The Event Calendar provides a feature rich solution for publishing calendars. Instances of the Event Calendar can be added to as many pages in your site as you like, so you can have multiple Calendars with different events.

Agendas & Minutes

The Agendas and Minutes module allows users to easily upload and post documents that can be easily sorted, filtered, and searched.

Project Tracker

For maximum transparency, VC3's Project Tracker allows you to easily share plans, milestones and status on public projects of interest to your citizens. We provide a simple interface to create projects by adding milestones, descriptions, photos and progress updates over time to keep your citizens informed and engaged.

Directories

Easily incorporate filterable, sortable, and searchable directories for items such as staff, board members, companies, etc.

Emergency Alert Notice

Adding an Alert allows you to create messages to appear above all other content as soon as the user enters the site. This feature is perfect for notifying the public of emergency situations.

Image Galleries

The image gallery feature allows administrators to upload pictures and display them in a gallery (thumbnail view) or display the images in a slideshow mode.

Video Embedding

Video that is hosted at video hosting services such as YouTube or Vimeo can easily be embedded into any page on the site.

Google Maps

The Google Maps module allows users to add a map to any page and configure the location for display. Administrators can choose the size, type, zoom level, and whether to enable driving directions for the map.

Google Translate

The Google Translate module can be added to any page in order to use the Google service to translate the page's content into any of the available languages.

Social Media Integration

Seamless integration of Social Media accounts such as Twitter, Facebook, and Instagram.

Freedom of Information Act (FOIA) Retrieval Tool

FOIA information requests can be challenging to fulfill. North Carolina requires you to retain content for this purpose. With our FOIA retrieval tool, you can retrieve any content that may have been deleted from your VC3 website at any time in the past.

VC3 Website Partnership Plan

Ensuring that your website meets your online goals and your visitors' needs doesn't stop when you launch your site. Web technologies and user expectations are constantly evolving, and VC3 is your partner in ensuring the long-term success of your newly developed website going above and beyond the typical support model.

> "Having worked with VC3 for more than 10 years, our new website not only makes information easier to access for our citizens, it also accurately reflects the character of our community, thereby serving as an appealing 'front porch' for the Town of Wake Forest."
>
> -Bill Crabtree, Town of Wake Forest, NC

Free Redesign

Never let your website fall out of date again! VC3's Partnership Plan includes a **free redesign** of your website every four (4) years, ensuring that not only your technology is up to date, but that your visual design is keeping up with current trends and is appealing to your website's visitors. During this redesign, we will also make recommendations on improving your navigation and content.

Free Unlimited Technical Support

When issues arise or if you just have a question about your website or content management system, VC3's Service Desk is the best way to make sure your needs are addressed as quickly as possible. The Service Desk is available 24x7x365.

You may contact VC3's Service Desk by phone, by email, or through the Support website.

- Telephone: 800-422-5941 (toll-free)
- Email: websupport@vc3.com
- Website: http://support.vc3.com

All Incidents are assigned an "Incident number" and are tracked to resolution.

Free Content Management System Upgrades

Web technologies and browsers are constantly evolving. VC3 will ensure your CMS will work well with all current technologies by seamlessly updating the system over time. Every six months, the System is evaluated and tested to assess the current need for updates. System updates will always occur at low site usage times and you will be notified prior to any updates or anticipated down time.

Free Subscription to Cognito Forms

VC3, in partnership with Cognito Forms, a powerful, online form builder, will include a subscription to the Team Plan with a value of over $1,000 throughout the life of the contract. Cognito Forms is a software-as-a-service offering that will allow the Town to design forms that can be embedded on the website and completed online including registration forms, permits, surveys, and applications.

Features:

- **Security** – Forms are protected with SSL encryption and data is encrypted at rest.
- **Payment** – Securely collect payment through our integrations with PayPal and Stripe.
- **Notifications** – Email appropriate staff when a new form is submitted.
- **E-Signatures** – Allow citizens to sign their submissions online.
- **Save & Resume** – Allow your citizens to save their submission progress and complete their form at a later date.
- **Advanced Calculations** – Forms can calculate the amount due based on user's input on the form.

To review all the features and benefits of this subscription, please visit www.cognitoforms.com.

Managed Cognito Forms (Optional)

Cognito Forms is a self-service form builder, meant to empower you to build your own online forms. If you would prefer to have VC3 build and support your Cognito Online Forms, we offer a fully managed offering.

The recurring monthly fee includes modifications and support to existing forms built within the Managed Cognito Forms offering. If you are interested in Managed Cognito Forms building, pricing can be provided.

Free Website Analytics Reports

The ability to analyze how visitors are finding and using your website is an important step in keeping your website relevant and useful for your customers.

Google Analytics allows website administrators to track visitor statistics and view sessions and page views for their site, any directory, or specific page filtered by any date range. Administrators can also view information about their website visitor's client systems and search phrases entered into search engines to find their site.

As part of the partnership plan, VC3 will send the Town reports on a monthly basis and discuss any changes that may need to be made based on the reports.

Project Scope

Design

VC3 will create a new, custom design for the website, to include a homepage design and an interior template design.

CMS Implementation

VC3 will implement the new design into the Drupal CMS. All core features will be configured and tested.

Content Migration

VC3 will migrate pages from the Town's existing website into the new Drupal platform. VC3 will ensure during the migration that the content, appearance, and functionality of migrated pages stay intact.

Client Examples

Town of Rolesville, NC

Rolesvillenc.gov

Town of Yadkinville, NC

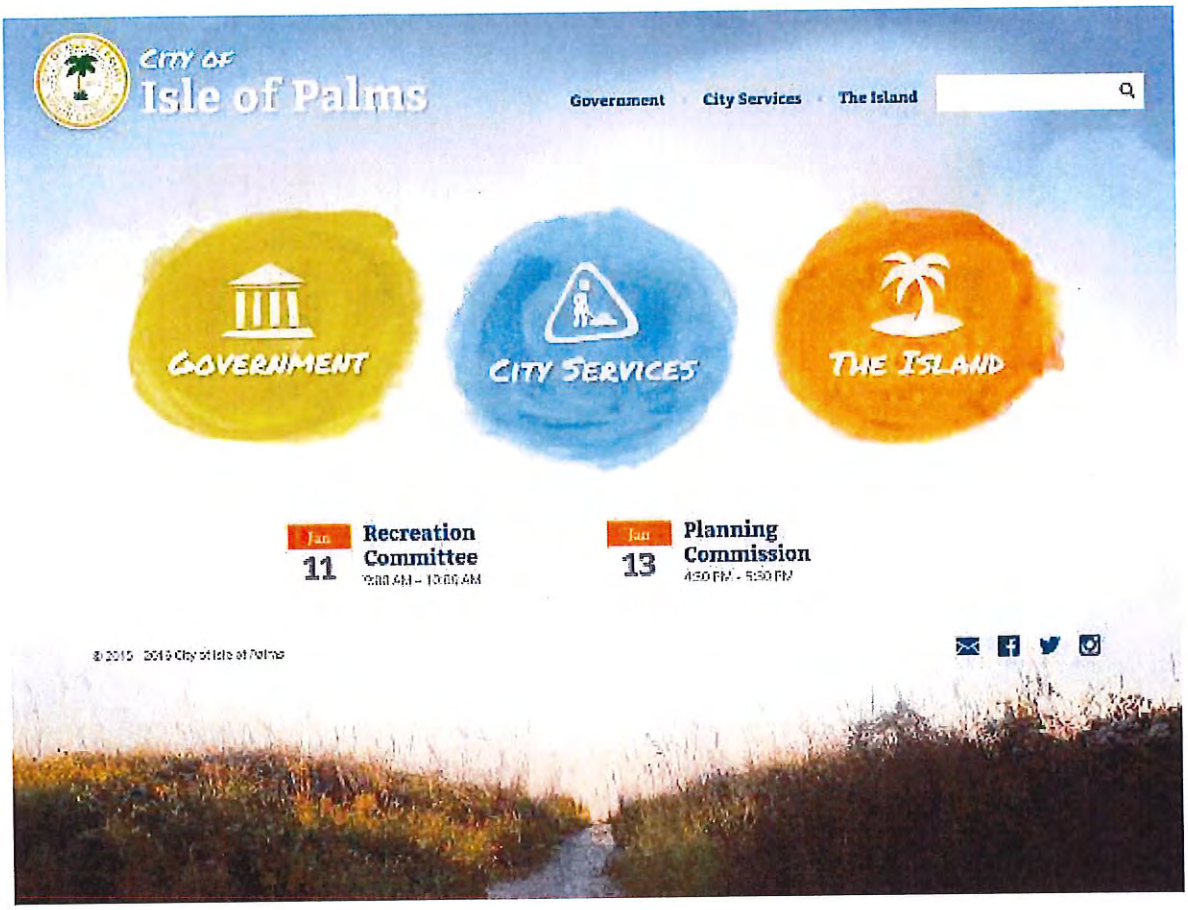
Yadkinville.org

Town of Wake Forest, NC

wakeforestnc.gov

Isle of Palms, SC

www.iop.net



Project Timeline

Our typical timeline for similarly sized projects is 3-5 months. In our experience, we like to set out an initial timeline that allows our clients enough time to make the appropriate decisions at each step of the project. VC3 will provide a detailed timeline after the Project kickoff meeting.

Phase	Duration
Design	4 weeks
Content Review and Development	4 weeks
Development and Testing	4 weeks
Training & Launch	2 weeks

Financial Investment and Terms

Services Costs

VC3 will perform the Website Design project described in this document for the fees described in the following tables.

Service	One-Time Cost	Monthly Cost
Website Implementation	$0.00	
Website Partnership Plan with FREE Redesign every 4 Years (Support & Hosting)		$620.00

Terms & Conditions

VC3 will invoice the implementation fee upon receipt of this signed work order. The Partnership Plan starts the first full month after the receipt of this signed work order. The Partnership Plan is based on a 48-month term whose cost will increase 3% annually from the first full month of Partnership Plan monthly invoicing.

The terms of this work order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided to VC3 no fewer than 90 calendar days prior to expiration of the current active term. Free redesign contingent upon renewal of 48-month term.

This price is valid for 30 days from date of work order.

Hosting Fee Schedule

The Town's website will be hosted within VC3's hosting environment, located in the continental United States. We include 10 GB of disk storage and 1 TB of monthly bandwidth transfer for each customer. Typically, 4 GB of disk storage and 200 GB monthly bandwidth transfer covers most large-sized municipal websites. If bandwidth or disk space exceeds these amounts, resources will be increased at rates outlined in the fee schedule below.

Table A: Fees Description	Monthly Price
55GB Disk Storage / 4 TB Bandwidth	20.00
75GB Disk Storage / 5 TB Bandwidth	60.00
155 GB Disk Storage / 6 TB Bandwidth	140.00

Project Boundaries

Work to be performed does not include any other services except those explicitly defined and stated in this Work Order. Should additional services be desired, VC3 can provide the services surrounding these tasks on an hourly basis or in a separate Work Order.

Change Management

Any services provided by VC3 to the Customer outside the scope of work outlined in this proposal will result in a Change Order Request form or a separate Work Order. If the requested Change Order results in an increase or decrease in the cost of or time required for completion of the work, VC3 will notify Customer thereof and the adjustments will be reflected in the Change Order form. The Change Order form will not become effective unless and until it is agreed to and signed by the Customer and VC3.

Project Acceptance

This Work Order is part of and incorporated into, the Master Services Agreement between Town of River Bend, NC and VC3, Inc. and is subject to the terms and conditions of the Agreement and any definitions contained in the Agreement. If any provision of this Work Order conflicts with the Agreement, the terms and conditions of the Agreement shall control unless this Work Order specifically states that a particular term and condition of the Agreement is being amended for the purposes of this Work Order.

By signing this document, I agree that I am authorized to represent my organization to execute this endeavor and I certify that the proposed cost(s) are accurate and reflect any applicable discounts.

In addition, I also certify that I have read and understands all of the requirements contained in this document, and agree to be bound by the terms and conditions contained without exception.

It is understood that payment will be based upon terms that are pre-arranged with this organization and will be based on a net 30 terms and will be billed monthly.

VC3, Inc.	Town of River Bend, NC
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

VC3
Assess | Improve | Manage
Information Technology

February 25, 2019

Dear Customer

As an important customer to VC3, Inc., we would like to invite you to participate in our new automated ACH payment program. In lieu of cutting a check or processing a credit card transaction for goods and/or services, your company's payment will be drafted via electronic transfer and automatically debited from your account at your financial institution. The ACH Payment program has proven to be an efficient and cost effective mechanism for making payments, increasing payment security, and for eliminating the time lag caused by standard mail. In addition, outstanding invoices are paid without any manual hassles.

You will still receive an invoice as usual. Upon receipt of your invoice, your company will have 15 calendar days to review the outstanding payable. If no changes are needed, an ACH bank draft will be initiated on the next scheduled bank draft day after the 15th calendar day review period (typically the following Thursday).

If there is a dispute on a charge, please email the invoice number and issue at hand to finance@vc3.com. This will freeze your automated ACH payment until the dispute is settled.

For your convenience we have enclosed an ACH Payment Authorization Form. Please use this agreement as consent for VC3 to directly withdraw funds from your financial institution.

Sincerely,

VC3, Inc.

VC3
Assess | Improve | Manage
Information Technology

ACH Payment Authorization Agreement

Company Name: Customer

We hereby authorize VC3, Inc., to initiate debit entries out of our checking account indicated below at the depository financial institution named below, hereafter called Depository. VC3, Inc. acknowledges that the origination of ACH transactions out of the account must comply with the provisions of U.S. law.

Bank Name: _____

City: _____ State: _____ Zip: _____

Routing Number: _____ Account Number: _____

Account Type: _____

This authorization is to remain in full force and effect until VC3, Inc. has received written notification of its termination, in such time and in such manner as to afford VC3, Inc. a reasonable opportunity to act on it.

Name: _____ Title: _____

Signature: _____ Date: _____

Remittance Contact: _____

Contact Email: _____

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RIVER BEND TOWN COUNCIL AGENDA
Regular Meeting
March 19, 2020
River Bend Town Hall
7:00 p.m.

Pledge: Councilman Van Slyke

1. CALL TO ORDER (Mayor Kirkland Presiding)

2. RECOGNITION OF NEW RESIDENTS

3. ADDITIONS/DELETIONS TO AGENDA

4. ADDRESSES TO THE COUNCIL

5. PUBLIC HEARINGS

6. CONSENT AGENDA

   All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

   A. Approve:
   Minutes of the February 13, 2020 Work Session
   Minutes of the February 13, 2020 Closed Session
   Minutes of the January 20, 2020 Regular Meeting

7. TOWN MANAGER'S REPORT – Delane Jackson

   Activity Reports
   A. ***Monthly Police Report*** by Chief Joll
   B. ***Monthly Water Resources Report*** by Director of Public Works Mills
   C. ***Monthly Work Order Report*** by Director of Public Works Mills
   D. ***Monthly Zoning Report*** by Assistant Zoning Administrator McCollum

ADMINISTRATIVE REPORTS:

8. Planning Board – Councilman Buddy Sheffield
   A. Planning Board Report

9. Public Safety – Councilman Don Fogle
   A. CERT
   B. Community Watch

10. Environment and Waterways – Councilman Brian Leonard
    A. EWAB Report

11. Parks & Recreation/CAC – Councilman Harry "Bud" McClard
    A. Parks and Rec Report
    B. CAC Report
    C. Organic Garden
    D. Red Caboose Library

12. Public Works and Water Resources – Mayor John Kirkland
    A. PWAB Report

13. Finance – Councilman Irving Van Slyke, Jr.
    A. Financial Report - Finance Administrator

14. MAYOR'S REPORT – Mayor Kirkland

15. PUBLIC COMMENT

    The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.

16. ADJOURNMENT