



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Meeting Agenda

Community Development Committee

Christopher Williams, Chair
Wesley Hudson, Mayor Pro Tem
Cyril Jefferson
Tyrone Johnson
Mayor Jay Wagner (Alternate)

Tuesday, July 11, 2023

4:00 PM

Council Chambers

Community Development Committee - Council Member Williams, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

[2023-301](#) Consideration of the 2023 Urgent Repair Program Policies
City Council is requested to approve the 2023 Urgent Repair Program Procurement and Disbursement Policy, the 2023 Urgent Repair Program Assistance Policy, and authorize the appropriate City Official(s) to execute all documents.

Attachments: [2023 Urgent Repair Program Policies](#)

[2023-302](#) Consideration of the 2023 Urgent Repair Program Post-Approval Documentation
City Council is requested to approve the Post-Approval Documentation for the 2023 Urgent Repair Program and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [2023 Urgent Repair Program Post-Approval Documentation](#)

[2023-303](#) Greater High Point Food Alliance Update
Staff from the Greater High Point Food Alliance will provide an update.

Attachments: [Greater High Point Food Alliance Update](#)

[2023-304](#) Community and School Gardens Update
Staff from Community and School Gardens will provide an update.

Attachments: [Community Gardens Update](#)

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



Title: Community and School Gardens Update

From: Thanena Wilson, Director, Community Development & Housing

Public Hearing: N/A

Attachments: Presentation

Meeting Date: July 17, 2023

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

Crystal Mercer, County Extension Agent for Community and School Gardens will provide the following:

- Extension Advisory Update January 1-June 30, 2023 - Community and School Gardens Program in High Point

BACKGROUND:

Crystal's role is to assist individuals, communities, agencies, and schools with establishing and sustaining community and school gardens through an asset-based community development model.

BUDGET IMPACT:

None

RECOMMENDATION / ACTION REQUESTED:

None

Community & School Gardens Program High Point Community Extension Agent Advisory Update

January 1 – June 30, 2023

50 Community Gardens in High Point

- **7 Neighborhood Gardens:** Bountiful Harvest (West End Ministries), Burns Hill, Cedar St, East Ave, Gatewood, Howard Pl, Southside Garden
- **17 School Gardens:** Allen Jay, Andrews HS, Fairview Elem, Ferndale MS, Florence Elem, High Point Central, Johnson Street Global, Kirkman Park Elem, Montlieu Academy, Northwood Elem, Oak Hill Elem, Oak View Elem, Penn Griffin MS, Shadybrook Elem, Southwest Guilford MS, Triangle Lake Montessori, Union Hill Elem
- **3 Youth Gardens:** Bailey's Enrichment ECE, D-Up, Salvation Army Boys & Girls Club
- **12 Community Organizations:** Covenant UMC, High Point Kiwanis, High Point Library Teaching Garden, Morehead Recreation, Oakview Recreation, The Arc of High Point, Pennybyrn, People of God, Salvation Army Hope Center, Tumani-Hope (World Relief), Southside Orchard, Village Life Cathedral, Mosaic Community Garden
- **11 Urban Agriculture:** Beeson, Deacon Davis Growing High Point (White Oak/Walnut, Thissell Grow, Pershing, East Green, Hopyard, Drozik's Produce, Eat & Beet, Furlough, Ridge Berry)

2023
City of High
Point
Community
Garden
Assistance
APPROVED

Neighborhood Gardens, Urban Agriculture, Community Organizations:

- Burns Hill
- Cedar Street
- Deacon Davis @ Heroes Center
- East Avenue
- Howard Place
- Ridge Berry Farm
- Southside Community Orchard
- Southside Community Garden
- The Salvation Army Boys & Girls Club
- Village Life Cathedral Legacy Garden

School:

- Fairview Elementary



Support for New and Existing Gardens



City of High Point 2023

COMMUNITY GARDEN ASSISTANCE APPLICATION



11 Grants Received Totaling \$942.54
(City of High Point spent between Jan-May)

- 1.5 tons of wood mulch
- 61 tons of topsoil
- 33 tons of compost
- 6 tons of leaf mulch

Fair Market Value: \$2,208.80

- \$17/ton – mulch
- \$22/ton – everything else

SAVINGS - \$1,266.26

New & Re-Start Gardens

High Point:

- Lori Chamberlain Community Orchard
- The Whole Earth Collective
- Temple Memorial Community Garden
- Vietnamese Baptist Church
- Village Life Cathedral

Greensboro:

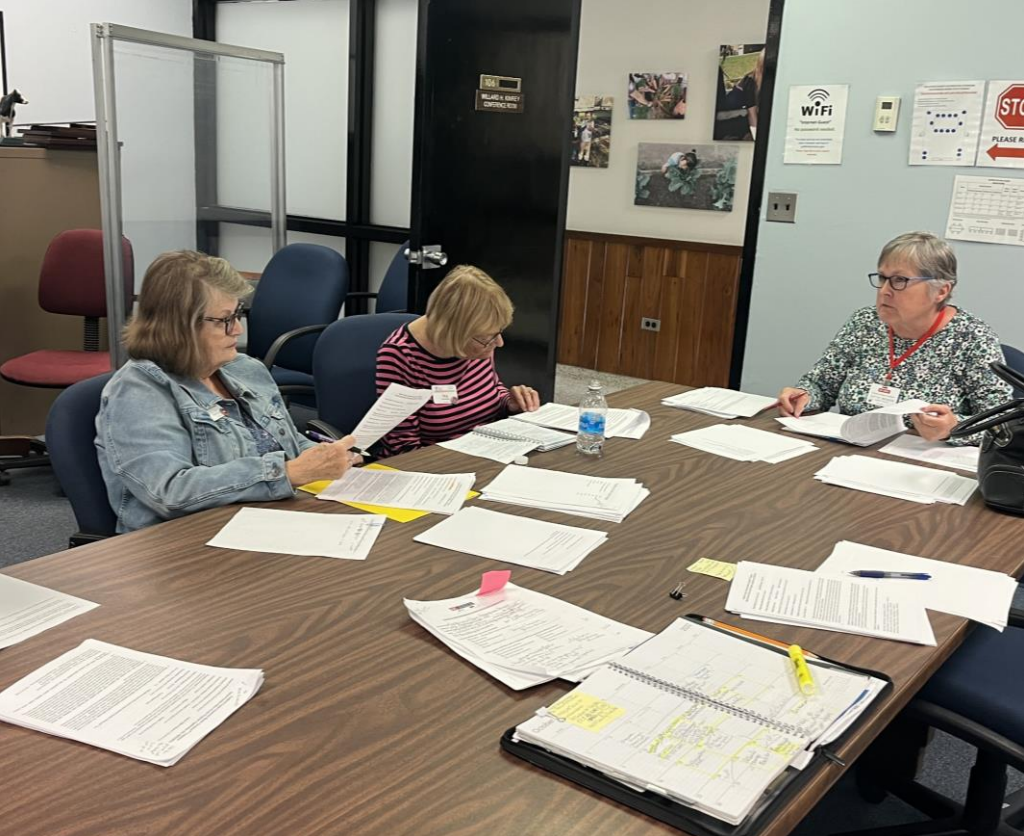
- Dudley High School
- Hariston Middle
- Herbin-Metz Memorial Garden
- Greensboro Moravian Garden
- St. Phillips AME Zion



Village Life Legacy Gardens



Village Life Legacy Gardens



EMGV School Garden
Micro-Grant
Committee (\$250)



Micro-Grants Awards Reception:

- Fairview Elementary
- Oak Hill Elementary
- High Point Friends School

Fairview Elementary



Seeds To Share

Free Seeds for Community & School Gardens
in Guilford County

veggies • flowers • herbs • heirlooms



In-Person, for 2023

SATURDAY, FEBRUARY 4

9:00 AM—12:00 PM

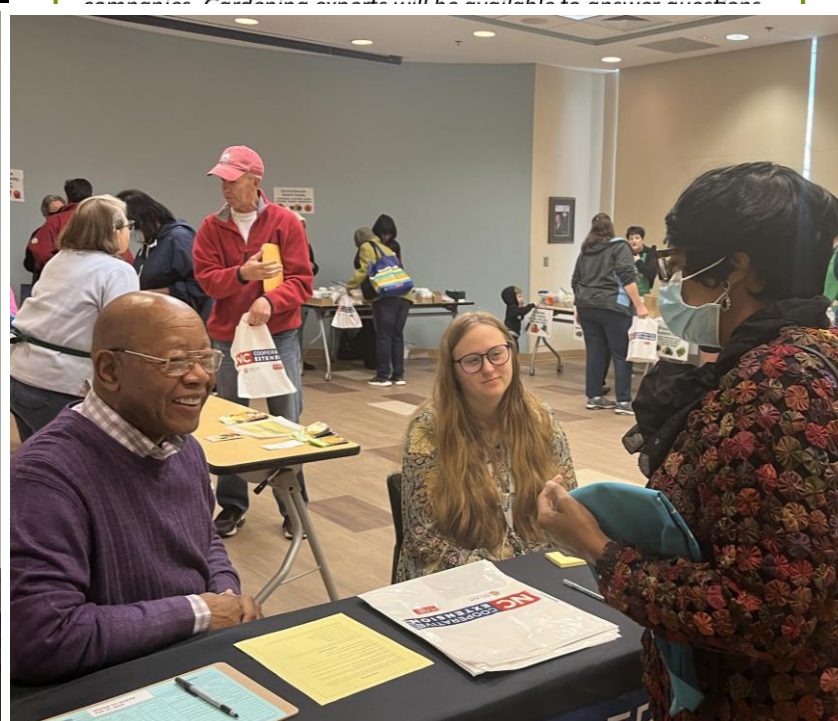
NC Cooperative Extension
3309 Burlington Road
Greensboro, NC

SATURDAY, FEBRUARY 11

9:00 AM—12:00 PM

High Point Public Library
901 N. Main Street
High Point, NC

Seeds have been generously donated by garden centers and seed companies. Gardening experts will be available to answer questions.





Building Partnerships: Join a Community Garden



Greensboro Day School
Service Day @ Burns Hill Community Gardens

Thanks to the creative people
of High Point, NC

Gardens Under Glass
Workshop
May 20, 2023



COPING WITH THE SEASONS OF LIFE

A MENTAL HEALTH DISCUSSION



FREE VIRTUAL
EVENT



April 21st, 2023
1:00 pm - 2:30 pm

This session on mental health will focus on showing us how to cope with the seasons of life. Whether it be getting a new job with all of its responsibilities, the birth of a child or the loss of a loved one, this session will help you identify the stressors of life and how to cope with them. This session will also help you identify the onset of mental disorders and the signs of suicide which keeps rising despite most of us having advanced means to connect and more opportunities to acquire what we desire.



**Lynn Duffy, Presbyterian
Counseling Center,
Greensboro, NC.**

Lynn Duffy has been a North Carolina Licensed Clinical Social Worker for over 20 years. She believes in a holistic approach to care, including the mind, body and spirit. Lynn's focus has been primarily working with adults. She has provided counseling for individuals, couples, and families. Her focuses include coping with life transitions, domestic conflict, anxiety, Depression and Bipolar Disorder, holistic practices, and grief and loss.



North Carolina Cooperative Extension is an equal opportunity provider



LEARN HOW TO START A SPRING GARDEN

spring sprouts spectaculars

Saturday, April 15, 2023
10-11 AM

High Point Library Teaching Gardens
901 N. Main Street, High Point NC 27262

This event is
free! Register
on
Eventbrite!



North Carolina Cooperative Extension is an equal opportunity provider.
For more information, contact Crystal Mercer, Community and School
Gardens Agent: crystal_mercer@ncsu.edu OR (336) 641-2427

High Point Community Garden Contest 2023

Our goals:

- Community Awareness
- Community Outreach
- Showcase Gardens
- Engaging Potential Gardeners
- Feeling of Honor

High Point
COMMUNITY GARDEN
CONTEST

ENTRIES MUST BE RECEIVED BY
5PM, FRIDAY, JUNE 23rd
ACTUAL CONTEST BEGINS MONDAY, JUNE 26th

High Point
Community
Gardens
Contest

Enter Online → 

**SELECT THE CATEGORY IN
WHICH YOU WISH TO
PARTICIPATE:**

**BEST OVERALL GARDEN
AND/OR
TOTAL COMMUNITY
GARDEN PRODUCE OUTPUT**

**Winners to be Announced @
the High Point Unity Festival
SEPTEMBER 23, 2023**

**JUDGING WILL OCCUR
AUGUST 15 - 17**

Judging Criteria will include:

- Aesthetic Appeal and Social Impact
- Total Produce Distributed by Weight*
- Submittal of Photographs of your Garden are STRONGLY encouraged. Submit to Mark Taylor, Mark.Taylor@HighPointNC.gov

To Enter the Garden Contest, scan code at top of the page.
Applications can either be emailed to
Mark Taylor, Mark.Taylor@HighPointNC.gov or
Crystal Mercer, CBMerce3@NCSSU.edu OR
Dropped off at the High Point Public Library, Attn: Mark Taylor.

USDA.gov

 Scan for
More Info

*For help assessing the value of your yield...

CITY OF HIGH POINT AGENDA ITEM



Title: 2023 Urgent Repair Program Policies

From: Thanena S. Wilson, Director

Meeting Date: July 17, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: URP23 Procurement and Disbursement Policies
URP23 Assistance Policy

PURPOSE:

Staff seeks Council approval of 2023 Urgent Repair Program (URP23) policies and procedures required by the North Carolina Housing Finance Agency.

BACKGROUND:

NCHFA requires URP grant recipients to annually adopt policies and procedures defining procurement and disbursement policies for vendors/contractors, and applicant assistance protocols.

BUDGET IMPACT:

Funding in the amount of \$68,000 for URP23 was included in the approved 2023-24 Annual Action Plan. However, the City received more funding than anticipated with an award of \$132,000.

RECOMMENDATION / ACTION REQUESTED:

The Community Development and Housing Department recommends approval of the URP23 Procurement and Disbursement Policies and the URP23 Assistance Policy, and that the appropriate City Official(s) be authorized to execute all necessary documents.



City of High Point

Procurement and Disbursement Policies, Amended

2023 URGENT REPAIR PROGRAM

PROCUREMENT POLICY

1. To the maximum extent practical, the City of High Point (City) promotes a fair, open and competitive procurement process as required under North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of the City's approved contractor registry, or from vendor lists obtained from the City's Purchasing Division. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the Project Manager and submit proof of insurance.) Any contractor listed with and approved by the City will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on the City's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) that the bid is within 15% on the low end of the City's nominal amount or 15% on the high end of the City's nominal amount and that (c) there is no conflict of interest (real or apparent).

Should fewer than three (3) bids be received, the Project Manager may move forward in awarding the project to a responsive and responsible bidder.

3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites may be considered separate and apart when awarded and may be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.

5. Bids must include a cost-per-item breakdown with line-item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by the Project Manager and all parties to the original contract. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work.
8. The City reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency, the City reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids, bids via email, and the like. In the event phone bids are used, the City of High Point will call the first three responsive contractors on the approved contractor registry. The City will track who has been called and responsive and will rotate through the list before starting the rotation again. Should such methods ever become necessary, the transaction will be fully documented.
10. If the nature of a repair is such that the repair can be made during the contractor’s initial inspection, or service for diagnostic call and the repair does not exceed \$1,000, a work write-up or bidding process will not be required. The contractor must, however, provide a quote to the Project Manager prior to commencement of the work. Should this method of repair be used, the transaction will be fully documented, and the Project Manager may use a City procurement card as a method of payment.
11. As the work being performed under the URP does not meet the minimum threshold requiring a formal bidding process under North Carolina General Statutes, bids (or quotes) may be mailed, hand delivered in a sealed envelope, or submitted via email as instructed in the bid package. All bids will be opened and viewed publicly at a time and place to be announced in the bid package. All bidders are welcome to attend.
12. The City of High Point is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement procedures and will make special outreach efforts to include Minority/Women Business Enterprises (M/WBE) within its contractor and subcontractor pool.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the City’s Project Manager, (b) the homeowner, and (c) the code enforcement officer as appropriate for the project prior to any payments to contractors. If all work is deemed satisfactory and all other factors and

written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 7-10 business days from receipt for processing of the invoice for payment.

2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the City's Project Manager, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the City's Urgent Repair Program Assistance Policy complaint process if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy.)
3. The City assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies, as amended, are adopted this the _____ day of _____, 2023.

City of High Point

BY: Mayor Jay W. Wagner _____ SEAL
ATTEST: Sandra R. Keeney, City Clerk _____

CONTRACTORS STATEMENT:

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

BY: _____

COMPANY NAME: _____

WITNESS: _____



Assistance Policy Urgent Repair Program – 2023 Cycle

What is the Urgent Repair Program? The City of High Point has been awarded \$132,000 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2023 cycle of the Urgent Repair Program (“URP23”). The City shall contribute an additional \$10,000 from General Funds that are allocated toward affordable housing on an annual basis to supplement URP23 project activities. This program provides funds to assist very-low and low-income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modification and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as frail elderly and persons with disabilities. A total of eleven households are projected to be assisted under URP23.

This Assistance Policy describes who is eligible to apply for assistance under URP23, how applications for assistance will be received, what the form of assistance is and how the repair/modification process will be managed. The City has made every effort to design this URP23 project to be fair, open, and consistent with the City’s approved application for funding and with NCHFA’s URP Program Guidelines.

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

Eligibility: To be eligible for assistance under URP23 applicants must meet the following requirements.

- 1) Must reside within the City of High Point and own and occupy the home in need of repair.
- 2) Must have a household income which does not exceed 50% of the State median income for the household size (see income limits below).
- 3) Must have one or more fulltime household members with special needs (i.e., be elderly (≥ 62 years old), handicapped or disabled, a single parent household with at least one dependent child in residence, a large family with ≥ 5 household members, a household with a child below the age of six with lead hazards present or a military veteran who was discharged or released

under conditions other than dishonorable).

- 4) Must have urgent repair needs, which cannot be met through other state or federally- funded housing assistance programs.

**URP23 Income Limits
(Statewide non-Metro) ***

<i>Number in Household</i>	<i>30% of Median Income (very low income)</i>	<i>50% of Median Income (low income)</i>
1	\$17,600	\$29,350
2	\$20,150	\$33,550
3	\$22,650	\$37,750
4	\$25,200	\$41,950
5	\$27,200	\$45,350
6	\$29,200	\$48,700
7	\$31,250	\$52,050
8	\$33,250	\$55,400

**Income limits are subject to change based on annually published HUD income limits.*

Outreach Efforts of the Urgent Repair Program: The City of High Point will advertise or publish an article about the Urgent Repair Program in the local newspaper serving the City (The High Point Enterprise), at senior centers throughout the City, with veteran's organizations that serve City residents, and on the City's website.

Selection of applicants: The City shall select recipients on a first-come, first-served basis based on applications received from eligible applicants. NOTE: For a true emergency (e.g., tree falls on roof, sewer backup, etc.), the application and eligibility assessment shall be expedited, and work shall begin as soon as feasibly possible (see paragraph 10 of the Procurement Policy for more information).

The NCHFA Program guidelines require that a minimum of 50% of the households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be a key factor in selection of those households served under the grant.

Recipients of assistance under the URP23 will be chosen by the above criteria without regard to race, creed, sex, color, or national origin.

The definitions of special needs' population under the URP23 are as follows:

- Elderly: An individual aged 62 or older.
- Disabled: A person who has a physical, mental or development disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- Large Family: A large family household is composed of five or more individuals, with at

least four being immediate family members.

- Head of Household: The person or persons who own(s) the house.
- Household Member: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- Occupant: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least three months prior to the submission of the family’s application.
- Lead hazards: A child below the age of six with lead hazards in the home.
- Veteran: A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- Emergency: A situation where a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal.

Client Referral and Support Services: Many homeowners assisted through the Urgent Repair Program may also need other services. When City staff meet the homeowner during the intake and work write-up process, they will discuss the resources and programs available in the City and provide pamphlets and agency contact information when appropriate.

What is the form of assistance under URP23? The City will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$3,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the City’s Project Manager. There is no minimum to the amount of the loan; however, the maximum life-time limit in accordance with URP23 guidelines is \$12,000.

What kinds of work will be done? Only repairs that alleviate housing conditions which pose an imminent threat to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the City’s URP. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP23 must meet or exceed NC State Residential Building Code standards and be done in compliance with all state or local permitting, inspections, licensing and insurance requirements.

Who will do the work on the homes? The City is obligated under URP23 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the City will invite bids from

contractors who are part of an approved contractors' list, as well as from vendors provided through lists from the City's Purchasing Division. Please request a copy of the City's Procurement and Disbursement Policy for further information.

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy. Every effort will be made to secure at least three bids; however, in a case when this is not possible, the City's Purchasing Policy will be followed.

Should fewer than three (3) bids be received, the Project Manager may move forward in awarding the project to a responsive and responsible bidder.

The City has an existing approved contractors' list for its existing rehabilitation programs. We encourage other contractors to apply, particularly minority and women-owned businesses. A contractor or vendor can apply through the following process:

- 1) Fill out a contractor's questionnaire form which includes references, financial information, and recent jobs completed (contact: Billy Caudle @ 336-883-3343).
- 2) Provide appropriate documentation, including licenses and liability insurance.

The City of High Point is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include minority and women-owned enterprises (M/WBE) within its contractor and subcontractor pool.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the City of High Point's URP23, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1) **Completing an Application form:** Homeowners who wish to apply for assistance should call (336) 883-3349 or visit the City's website at www.highpointnc.gov/cd. Proof of ownership and income will be required. Those who have applied for housing assistance from the City in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2) **Screening of applicants:** Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other factors.
- 3) **Preliminary inspection:** The City's Project Manager will visit the homes of applicants to determine the need and feasibility of repairs/modifications.
- 4) **Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures

associated with their project at this informational interview.

- 5) **Work write-up:** The City's Project Manager will visit the home again for a more thorough inspection. All areas of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Project Manager will prepare complete and detailed work specifications (known as the "work write-up"). The Project Manager shall review the work write-up with the homeowner and obtain written acceptance of the work write-up from the homeowner. A final cost estimate will also be prepared by the Project Manager and held in confidence until bidding is completed.
- 6) **Bidding:** The work write-up and bid documents will be sent to a minimum of three contractors on the Approved Contractors' Registry, or from lists provided by the Purchasing Division, who will be given one week in which to inspect the property and prepare bid proposals. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. Bids will be opened in the City's Community Development & Housing Department.
- 7) **Contractor selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the City's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.
- 8) **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract. This contract will be between the contractor and the homeowner, with the City serving as the homeowner's agent. The total loan amount of URP23 funds will never exceed \$12,000 for project hard costs.
- 9) **Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the City will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date. NOTE: A "proceed order" will not be issued until the contract between the contractor and the homeowner has been executed.
- 10) **Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. The Project Manager will inspect new work for compliance with the State Building Code as required by the guidelines of URP23. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work

areas as much as practicable.

- 11) **Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor, the Project Manager, the City's Community Development and Housing Director (or his/her designee), and the City Manager (or his/her designee). If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by the City and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the City and conveyed to the owner.
- 12) **Payments to contractor:** The contractor will be paid following the inspection and satisfactory completion of all items on the work write-up as well as the receipt by the City of the contractor's invoice and a release of liens, signed by all sub-contractors employed on the job and by all material suppliers from whom materials for the job were purchased. Please request a copy of the City's Procurement and Disbursement Policy for further information.
- 13) **Post-construction conference:** Following construction the contractor and the Project Manager will sit down with the homeowner one last time. At this conference the contractor will turn over all owner's manuals and warranties on equipment. The contractor and Project Manager will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.
- 14) **Closeout:** Once each item outlined in paragraph 12 above has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

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

- Applications shall be available to the public starting on the date the NCHFA URP23 Funding Agreement is executed. It is anticipated that the execution of the Funding Agreement will occur on or about September 23, 2023.
- Resources for this program shall be available through December 31, 2024 or when total resources have been spent, whichever occurs first.

How do I enter an application?

Visit the City of High Point, NC website page:

[Urgent Repair Program \(URP\) | High Point, NC \(highpointnc.gov\)](https://www.highpointnc.gov/249/Urgent-Repair-Program-URP)

<https://www.highpointnc.gov/249/Urgent-Repair-Program-URP>

Then click on the link under “*Applying for the Program*” at the bottom of the page after:

To begin the application process, [download a copy of our Eligibility Screening Form.](#)

<https://portal.neighborlysoftware.com/highpointnc/participant>

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

During the application process:

- 1) If an applicant feels that his/her application was not fairly reviewed and would like to appeal the decision made about it, he/she should contact Thanena Wilson, Assistant Community Development & Housing Director, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
- 2) A written appeal must be made within 10 business days of the initial decision on an application.
- 3) The City of High Point will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

- 1) If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Project Manager.
- 2) The Project Manager will inspect the work in question. If he finds that the work is not being completed according to the contract, the Project Manager will review the contract with the contractor and ask the contractor to remedy the problem.
- 3) If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Project Manager and facilitated by the City's Community Development and Housing Director (“Director”) or his designee.
- 4) Should the mediation conference fail to resolve the dispute, the Director will render a written final decision.
- 5) If the Project Manager finds that the work is being completed according to the contract, the complaint will be noted, and the Project Manager and the homeowner will discuss the concern and the reason for the Project Manager’s decision.

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

What about conflicts of interest? No officer, employee or other public official of the City, or member of the City Council, or entity contracting with the City, who exercises any functions or responsibilities with respect to URP23 shall have any interest, direct or indirect, in any contract

or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of City employees, Council Members and others closely identified with the City, may be approved for rehabilitation assistance only upon public disclosure before the City's Community Development and Housing Director and written permission from NCHFA.

What about favoritism? All activities under URP23, including the review of applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Who can I contact about URP23? Any questions regarding any part of this application or program should be addressed to:

Thanena S. Wilson
Assistant Director, CD&H Department
211 S. Hamilton St., Rm. 312
High Point, NC 27260
336-883-3351
thanena.wilson@highpointnc.gov

This Assistance Policy is adopted this _____ day of _____ 2023.

Mayor Jay W. Wagner _____

ATTEST: _____
Sandra R. Keeney, City Clerk

SEAL

******TO BE PLACED IN PROJECT FILE******

Acknowledgement of Receipt

I acknowledge receipt of a copy of the URP23 Assistance Policy and was provided the opportunity to review the document with City staff.

Owner

Date

CITY OF HIGH POINT AGENDA ITEM



Title: 2023 Urgent Repair Program Post-Approval Documentation

From: Thanena S. Wilson, Director

Meeting Date: July 17, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: URP23 Post-Approval Documentation Packet

PURPOSE:

Staff seeks Council approval of Post-Approval Documentation for the 2023 Urgent Repair Program (URP23) required by the North Carolina Housing Finance Agency (NCHFA).

BACKGROUND:

NCHFA requires URP grant recipients to annually certify that: 1) there have been no changes in the key personnel or their roles as identified in sect III. B. of the Application for Funding; or 2) the Recipient has submitted a written request to the Agency indicating the change(s) in personnel and/or their roles accompanied by a detailed resume for each. The Recipient certifies that the information, provided in the application is complete and accurate and that, if approved by the NCHFA, it will be made part of the Funding Agreement by reference, superseding any conflicting information contained in the original Application for funding without otherwise affecting said Application. This certification is accomplished by the City Manager signing the attached URP23 Post-Approval Documentation form and the City Clerk attesting to her signature.

BUDGET IMPACT:

Funding in the amount of \$68,000 for URP23 was included in the approved 2023-24 Annual Action Plan. However, the City received more funding than anticipated with an award of \$132,000.

RECOMMENDATION / ACTION REQUESTED:

The Community Development and Housing Department recommends approval of the Post-Approval Documentation for the Urgent Report Program and authorize the appropriate City Official(s) to execute all documents.

**North Carolina Housing Finance Agency
Urgent Repair Program (URP23)
Post-Approval Documentation**

URP2321	City of High Point
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A. Instructions

Your Application for Funding was approved for the requested amount. The numbers in the table in section E below reflect the numbers from your application and represent the required performance standards for your URP22 award. If you agree with the amounts listed, please provide the information and documentation requested below and return this Post Approval Documentation packet to Chuck Dopler, Team Leader of Home Ownership Rehabilitation, who will serve as your case manager throughout your project. All proposed changes to these performance standards will require Agency approval and should result in no net loss of application rating points.

B. Local Matching Funds (*Attach*)

Your Application for Funding stated that other funds would be available to assist with repairs/modifications of your proposed housing units. Please provide documentation, from the funding source, for each source of local matching funds. The table immediately below summarizes the proposed amount of matching funds according to your application.

Source of Funds	Amount
Matching local funds	\$10,000
Total of local matching funds committed to the URP23 project	\$10,000

C. Assistance Policy (*Attach*)

Because URP beneficiaries are not necessarily pre-selected and approved through a public hearing process, it is especially important that URP recipients ***adopt*** an assistance policy that thoroughly and clearly identifies criteria for eligibility for assistance, and for prioritizing applicants once they have been determined eligible. This policy should be fair, open and non-discriminatory. In addition, other facts, policies and procedures affecting potential applicants and/or recipients of assistance should be spelled out in your assistance policy. **Please submit your proposed Assistance Policy as part of the completed Post Approval Documentation.**

D. Procurement and Disbursement Policies (*Attach*)

URP Recipients must submit a copy of their Procurement Policy that is specific to URP23 and is written in accordance 2 CFR 200, and a copy of their Disbursement Policy to the Agency for review and approval.

E. Service Area Requirements

The Application for funding was approved based partly on your targets for Program assistance by service area and the percentages of Program funding to be spent in each county within the service area. Your required targets (based on your requested amount), broken out by county, are shown in the table below.

Service Area	Proposed # of Units	Program Funds
City of High Point	11	\$132,000
TOTAL	11	\$132,000

Continued on Reverse Side

F. Bonding/Honesty and Fidelity Insurance Coverage (*Attach*)

Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of your URP23 funding allocation. This must be in the form of a letter from the recipient's insurer identifying the policy by number, the amount of coverage, the effective date, the positions covered by the policy, and containing a statement that NCHFA will be notified in writing if the coverage is discontinued or reduced. For self-insured units of government, the acceptable evidence of insurance will be a letter from the unit's chief financial officer or manager, stating that the unit maintains a self-insurance fund in an amount adequate to provide honesty and fidelity coverage equal to 50% of the URP23 allocation. The letter must state that the recipient will notify NCHFA in writing if the self-insurance is discontinued or reduced to a level that no longer provides the required 50% coverage.

G. Fiscal Year and Audits (*Complete this section*)

Recipients will be required to submit reports as required under NC State General Statute 143C-6-23 (Non-Government Organizations) or NC State General Statute 159-34 (Units of Local Government)

Fiscal year begins 07-01-2023 and ends 06-30-2024.

H. Acknowledgement of Audit Compliance Reporting Responsibilities (*Attach*)

Please have the financial person from your organization, responsible for coordinating the annual audit, complete and sign the enclosed "Audit Compliance Responsibilities" form, acknowledging its receipt. Then, return it with the completed PAD.

I. Organizational Documents (*N/A*)

1. Recipients who are not units of government must supply copies of their organizational documents, including articles of incorporation, by laws and a listing of all directors, officers and staff.
2. Recipients that are private-nonprofit organizations must forward a notarized copy of their Conflict of Interest policy, in accordance with G.S. 143C-6-23, to the Agency, which addresses conflicts of interest that may arise involving any member of the recipient's management, board of directors or other governing body.
3. Recipients that are private nonprofit organizations must provide a written statement, made under oath and completed by the organizations board of directors or appropriate governing body, stating that the organization does not have any overdue taxes, as defined by G.S. 105-243.1.

J. W9 Tax ID and Direct Deposit (*Attach*)

1. Enclosed is the Form W-9 Request for Taxpayer Identification Number and Certification. Please complete this form with the requested information and return the completed form with the PAD.
2. Also, enclosed is the form for electronic payments, which will allow for direct deposit of Program funds into your designated checking account. Please complete this form with the requested information and return the completed form with the PAD.

K. Intergovernmental Agreement (*N/A*)

Please provide a copy of an intergovernmental agreement between your governmental entity and the governmental entity in which you will be providing services under URP23, as required by GS 160-456.

L. Certifications

The Recipient certifies that: 1) there have been no changes in the key personnel or their roles as identified in section III. B of the Application for Funding; or 2) the Recipient has submitted a written request to the Agency indicating the change(s) in personnel and/or their roles accompanied by a detailed resume for each. The Recipient certifies that the information, provided herein and herewith, is complete and accurate and that, if approved by the North Carolina Housing Finance Agency, it will be made part of the Funding Agreement by reference, superseding any conflicting information contained in the original Application for funding without otherwise affecting said Application.

Attest

Authorized Signature

City Clerk

City Manager

Title

Date

Title

Date



**URP23 Post-Approval Documentation
Local Matching Funds**

I, Bobby D. Fitzjohn, Director, Financial Services for the City of High Point, hereby confirm that local funds (*from the City's allocation of local funding as expressed in CD&H's 2023-2024 Annual Action Plan*) in the amount of **\$10,000** shall be committed to the City's URP project as match to the \$132,000 in approved Urgent Repair funds for 2023 ("URP23") from the North Carolina Housing Finance Agency.

Signed this the 27th day of June, 2023.

A handwritten signature in black ink, appearing to read "Bobby D. Fitzjohn".

Bobby D. Fitzjohn
Director, Financial Services

CITY OF HIGH POINT

AGENDA ITEM

**Title: Greater High Point Food Alliance Update**

From: Thanena S. Wilson, Director, Community Development & Housing

Meeting Date: July 17, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Presentation

PURPOSE:

Carl Vierling, Executive Director, Greater High Point Food Alliance (GHPFA), will:

- Give an update on the current state of food insecurity;
- Report on 2022 accomplishments of the GHPFA;
- Report on current projects and activities.

BACKGROUND:

The GHPFA has been actively engaged with many collaborative partners to improve food security throughout the Greater High Point area, Guilford County, and the state of North Carolina. This report is a summary of those efforts along with the current state of food security in our area.

BUDGET IMPACT

None

RECOMMENDATION/ACTION REQUESTED:

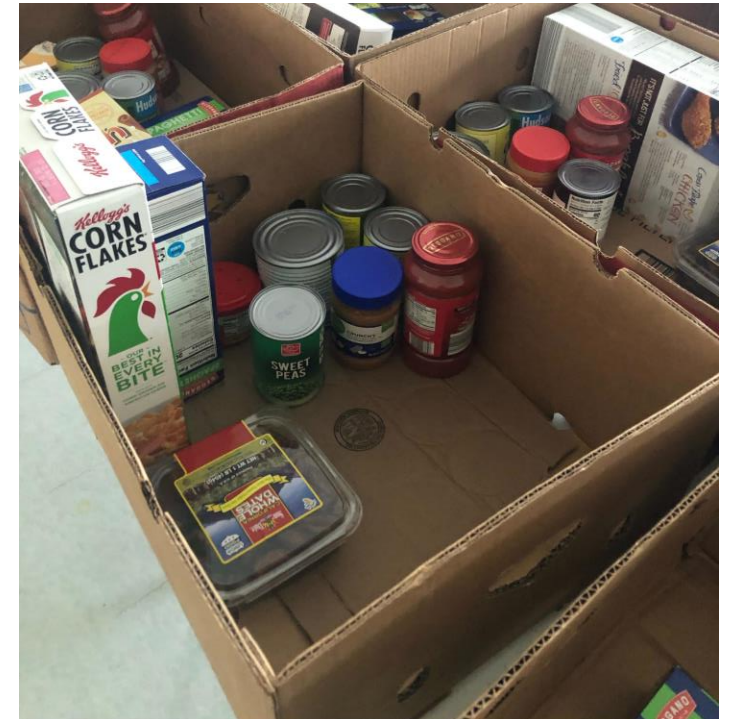
None



Greater High Point Food Alliance

State of Food Insecurity in Guilford County

- Food Insecurity Rate
 - Guilford County-11% (Feeding America 2021)
 - High Point-17% (High Point University 2021)
- Year to date 62% increase in households served 2022 vs 2023
- Year to date 87% increase individuals served 2022 vs 2023
- Food provider challenges
 - Demand is increasing
 - TEFAP significantly reduced
 - Food donations are down
 - Store collections are down



2022 GHPFA Accomplishments

- North Carolina Department of Health and Human Services Funding
 - Power of Produce-High Point Farmers market
 - Senior produce boxes-Growing High Point
 - Baby formula-Baby Basics YWCA
 - Plastic bags for food pantries
- Growing Towards Leadership
- Research, Policy, & Advocacy Work
 - Standard Operating Procedures for food recovery
- 2022 Food Security Summit
- Finalized Strategic Plan
- Food Security Fund-Total Investments-\$220,000



GHPFA Projects

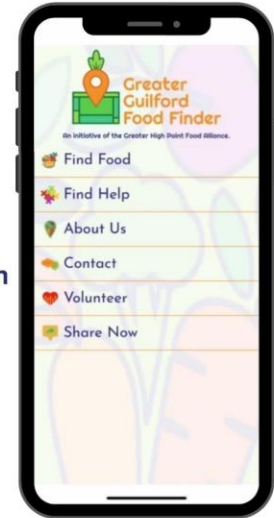
- Greater Guilford Food Finder app
- Greater Guilford County Community Resource Guide
- Healthy Guilford Coalition-Duke Endowment Healthy People, Healthy Carolinas Grant
- Guilford County Food Security Coordinator
- Guilford County Food Security Task Force
- Growing Towards Leadership
- 2023 Food Security Summit September 13, 2023

THE GREATER GUILFORD FOOD FINDER APP IS NOW LIVE!



The Greater Guilford Food Finder app shares information on food assistance programs, farmers markets, health resources and much more!

- ✓ Easy to navigate.
- ✓ Access to more resources.



Download Now



An initiative of the Greater High Point Food Alliance.