IPDC
Isothermal Planning and Development Commission
Board of Directors
Agenda
Tuesday, June 9, 2020, 12:00 p.m.
Electronically, Administrative Offices, IPDC
111 West Court Street, Rutherfordton, NC

Item                                                                 Presenter
A. 12:00 p.m. Call to Order, Welcome, Moment of Silence and Pledge of Allegiance
   Fred Baisden
   Chairman

B. IPDC Business Meeting

1) Request for Approval of March 10, 2020 Board Meeting Minutes
   (attachment)                      Fred Baisden

2) Quarterly Financials
   (handout)                        Thadd Hodge

3) Request for Approval of Budget Amendments
   (handout)                        Thadd Hodge

4) FY 20-21 Budget for IPDC          Scott Dadson
   Executive Director               

5) A motion for the Isothermal Regional Commission to accept Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2020 Cycle of the Essential Single-Family Rehabilitation Loan Pool ("ESFRLP").
   Scott Dadson
   Executive Director               

6) Housing Update                   Scott Dadson
   Executive Director               

7) Building Facility Update and Motion
   (attachment)                     Scott Dadson
   Executive Director               Scott Dadson
   Executive Director               Fred Baisden
   Chairman                         

8) Announcements                    Fred Baisden

   Next Exec Committee meeting is
   August 13, 2020 12:00 PM at IPDC Rutherfordton Office

   Next Full Board meeting is
   September 15, 2020 Time and location to be announced

9) Adjourn                           Fred Baisden
Isothermal Planning and Development Commission
BOARD OF DIRECTORS MEETING
March 10, 2020
Minutes

Members Present
Fred Baisden, City of Saluda
Bob Boyette, City of Marion
Doug Bridges, Cleveland County
Dean Buff, McDowell County
Larry Dooley, Cleveland County
Steve Garrison, Rutherford County
Max Hopper, Town of Earl
Rick Howell, City of Shelby
Bryan King, Rutherford County
Peter O’Leary, Village of Chimney Rock
Ted Owens, Polk County
Mark Phillips, Town of Columbus
Jack Shytle, Town of Polkville
Brenda Vaughn, McDowell County

Members Absent
Denver Buchanan, Town of Ruth
Andrew Carlton, Town of Old Fort
Bill Chambless, Cleveland County
Justin Conner, Town of Forest City
Jimmy Dancy, Town of Rutherfordton
Jeffery Emory, Town of Grover
Tom Helton, Town of Ellenboro
Bill Ingham, Town of Tryon
Clarissa Jennings-Reid, Town of Kingstown
David Moore, Polk County
Scott Niesler, City of Kings Mountain
Ray Padgett, Town of Lawndale
D. Marche Pittman, Polk County
Carol Pritchett, Town of Lake Lure
Stephanie Rzonca, Rutherford County
Emily Sisk, Town of Belwood
Jeff Swink, Town of Bostic
Daniel Thomas, Town of Boiling Springs
Doris Weaver, Town of Fallston
Scott Webber, Town of Spindale
Ashley Wooten, McDowell County

IPDC Staff Present
Scott Dadson
Nick Byrd
Thadd Hodge
Sarah Kopkin
Steve Lockett
Judy Lynch
Laura Lynch
Tammy Phillips
Bill Robertson

Others Present
Mike Yeaton, Dogwood Health Trust
Brian Myers, Dogwood Health Trust
Robert Williamson, Town of Columbus
Jim Barrett, Pisgah Legal Services
Shaun Tooke, IPDC Housing Task Force
Cassidy Moore, Asheville Habitat for Humanity
Darla Henderson, Rutherford Citizens
Clarke Poole, Rutherford Chamber
Scott Carpenter, Daily Courier
Ashlyn McCoy, The Housing Assistance Corp.
Barbara Degen, Legal Aid of North Carolina
Jill Miracle, Community Health Council
Brandon Higgins, Rutherford Soil and Water
Janet Mason, Town of Forest City
Terry Hines, Economic Development Corporation
Jeff Hill, Transit
Phillip, Hill, EMS
Ed Searcy, Rutherford County
The Board meeting was held at the Rutherford County Administrative Offices in Rutherfordton. Chairman Fred Baisden welcomed all those attending and called the meeting to order at 12:00 p.m. He asked for a moment of silence and then led the Board, guests and staff in the Pledge of Allegiance.

Mr. Mike Yeaton, Chief Strategy Officer and Mr. Brian Myers, Chief Innovation Officer from Dogwood Health Trust gave a presentation to the Board and guests.

Chair Baisden announced a 10-minute break.

Mr. Bryan King was excused from the meeting at 1:05PM.

Chairman Baisden requested approval of the January 14, 2020 minutes. There being no questions, and with a motion by Mr. Larry Dooley and second by Mr. Bob Boyette the Board voted unanimously to approve the minutes as written.

Mr. Scott Dadson introduced Mr. Thadd Hodge, the new Director of Finance for IPDC. Mr. Hodge presented a financial report ending February 29, 2020 and a working cash balance report:

<table>
<thead>
<tr>
<th></th>
<th>Amended Budget</th>
<th>Expenditures to 2/29/2020</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>6,004,204</td>
<td>5,376,282</td>
<td>45.1%</td>
</tr>
<tr>
<td>Aviation</td>
<td>1,576,704</td>
<td>1,359,847</td>
<td>17.4%</td>
</tr>
<tr>
<td>Hipaa</td>
<td>2,295,895</td>
<td>1,527,094</td>
<td>48.8%</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>1,335,812</td>
<td>1,335,812</td>
<td>100%</td>
</tr>
<tr>
<td>Economic Planning &amp; Community Development</td>
<td>257,096</td>
<td>185,789</td>
<td>47.0%</td>
</tr>
<tr>
<td>Road Transportation Planning (RTP)</td>
<td>275,000</td>
<td>184,792</td>
<td>59.0%</td>
</tr>
<tr>
<td>Appalachian Regional Commission (ARC)</td>
<td>275,000</td>
<td>184,792</td>
<td>59.0%</td>
</tr>
<tr>
<td>Grant Administration - HOP Grantees</td>
<td>275,000</td>
<td>184,792</td>
<td>59.0%</td>
</tr>
<tr>
<td>Total Budget Expenditures</td>
<td>$1,182,816</td>
<td>$778,671</td>
<td>56.8%</td>
</tr>
</tbody>
</table>

| Indirect Expenses | $512,767 | 536,773 | 68.7% |

Revenue: $4,520,000

Expenses: $3,778,219

Net: $741,781

Capital Expenditures: $3,332,820

Ordinary and Administrative Expenses: $1,550,108

Total Expenses: $4,882,928

Net: $1,011,082

The report included detailed financial statements and an analysis of the budget's performance.
Fourth budget revisions for FY 2020 were then presented. On a motion by Mr. Larry Dooley and a second by Mr. Dean Buff the budget revisions were approved with a unanimous vote of the Board. The revisions were as follows:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>APPROVED BUDGET</th>
<th>FIRST REVISION</th>
<th>SECOND REVISION</th>
<th>THIRD REVISION</th>
<th>AMENDED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing (Section 8)</td>
<td>582,244</td>
<td>624,000</td>
<td>624,000</td>
<td>624,000</td>
<td>624,000</td>
</tr>
<tr>
<td>Aging</td>
<td>3,185,364</td>
<td>3,185,364</td>
<td>3,185,364</td>
<td>3,185,364</td>
<td>3,185,364</td>
</tr>
<tr>
<td>Workforce (WFOA)</td>
<td>2,220,603</td>
<td>2,220,603</td>
<td>2,220,603</td>
<td>2,220,603</td>
<td>2,220,603</td>
</tr>
<tr>
<td>Local</td>
<td>199,941</td>
<td>199,941</td>
<td>199,941</td>
<td>199,941</td>
<td>199,941</td>
</tr>
<tr>
<td>Economics, Housing &amp; Community Development</td>
<td>241,452</td>
<td>130,000</td>
<td>130,000</td>
<td>130,000</td>
<td>130,000</td>
</tr>
<tr>
<td>Rural/Regional Planning (RPM)</td>
<td>437,460</td>
<td>437,460</td>
<td>437,460</td>
<td>437,460</td>
<td>437,460</td>
</tr>
<tr>
<td>Appalachian Regional Commission (ARC)</td>
<td>950,000</td>
<td>950,000</td>
<td>950,000</td>
<td>950,000</td>
<td>950,000</td>
</tr>
<tr>
<td>Total Administration</td>
<td>147,100</td>
<td>147,100</td>
<td>147,100</td>
<td>147,100</td>
<td>147,100</td>
</tr>
</tbody>
</table>

Total Revisions: 69,000
222,045
75,000
13,894,700

Original Budget Total: 13,894,700

Prepared By: THAD HODGE, Finance Director
Presented By: SCOTT DACRON, Executive Director
Presented at Board Meeting 3/10/2020

ISOHERMAL PLANNING & DEVELOPMENT COMMISSION
BUDGET REVISIONS 2019 - 2020

Third Revision Details 3/10/2020

Appalachian Regional Commission
ARC - Wellness Grant
Funding to work with McDowell County Emergency Services
Total one year grant of $210,000
Federal Revenue $75,000

Total: $210,000

Page 3 of 4
Mr. Dadson told the Board the Housing Task Force is scheduled to meet that afternoon. He directed Board members to the IPDC webpage (regionc.org) to look on the Housing Task Force section for information.

Chair Baisden then brought to members’ attention the list of upcoming meetings which was included in the agenda packet:

Next Executive Committee meeting is **May 14, 2020 - 12:00pm at IPDC**
Next Full Board meeting is **June 9, 2020, Time and location to be announced**

With no further business, Chairman Baisden adjourned the meeting at 1:25PM on a motion by Mr. Owens.

Respectfully submitted,

_________________________
Chairman Fred Baisden

_________________________
Secretary Bryan King
## Isothermal Planning & Development Commission
### Financial Summary
For the ten months ending 4/30/2020

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Amended Budget</th>
<th>Expenditures to 4/30/20</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING</td>
<td>6,824,244</td>
<td>5,478,876</td>
<td>80.29%</td>
</tr>
<tr>
<td>AGING</td>
<td>3,812,494</td>
<td>2,612,083</td>
<td>68.51%</td>
</tr>
<tr>
<td>WIOA</td>
<td>2,300,845</td>
<td>1,188,638</td>
<td>51.66%</td>
</tr>
<tr>
<td>LOCAL</td>
<td>149,280</td>
<td>64,555</td>
<td>43.24%</td>
</tr>
<tr>
<td>Economic Planning &amp; Community Development</td>
<td>314,500</td>
<td>94,378</td>
<td>30.01%</td>
</tr>
<tr>
<td>Rural Transportation Planning (RPO)</td>
<td>217,969</td>
<td>188,777</td>
<td>86.61%</td>
</tr>
<tr>
<td>Appalachian Regional Commission (ARC)</td>
<td>275,505</td>
<td>126,646</td>
<td>45.97%</td>
</tr>
<tr>
<td>Grant Administration KBR Grants</td>
<td>247,000</td>
<td>148,254</td>
<td>60.02%</td>
</tr>
</tbody>
</table>

### Total Budgeted Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Budgeted Expenditures</td>
<td>$14,141,837</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures to 4/30/20</td>
<td>$9,902,207</td>
</tr>
<tr>
<td>Percent of Budget</td>
<td>70.02%</td>
</tr>
</tbody>
</table>

### Indirect Expenses

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Expenses</td>
<td>$639,707</td>
</tr>
<tr>
<td></td>
<td>$491,203</td>
</tr>
<tr>
<td>Expected percentage for 10 months</td>
<td>83%</td>
</tr>
</tbody>
</table>

G:\BOARD MEETINGS & MINUTES\FY 19-20\Financial Summary 4-30-2020
Tuesday, June 9, 2020
For year ending 6/30/2020
## ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION

### BUDGET REVISIONS 2019 - 2020

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>APPROVED</th>
<th>9/10/19</th>
<th>FIRST REVISION</th>
<th>SECOND REVISION</th>
<th>THIRD REVISION</th>
<th>FOURTH REVISION</th>
<th>AMENDED BUDGET</th>
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</thead>
<tbody>
<tr>
<td>Housing (Section 8)</td>
<td>6,824,244</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,824,244</td>
</tr>
<tr>
<td>Aging</td>
<td>3,584,704</td>
<td></td>
<td>1,011,647</td>
<td></td>
<td></td>
<td>4,596,351</td>
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<tr>
<td>Workforce (WIOA)</td>
<td>2,228,800</td>
<td></td>
<td>72,045</td>
<td></td>
<td></td>
<td>2,300,845</td>
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<tr>
<td>Local</td>
<td>119,941</td>
<td></td>
<td>29,339</td>
<td></td>
<td>149,280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic, Planning &amp; Community Development</td>
<td>214,500</td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td>314,500</td>
<td></td>
</tr>
<tr>
<td>Rural Transportation Planning (RPO)</td>
<td>132,969</td>
<td>85,000</td>
<td></td>
<td></td>
<td>217,969</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appalachian Regional Commission (ARC)</td>
<td>150,505</td>
<td>50,000</td>
<td>75,000</td>
<td></td>
<td>275,505</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Administration - KBR Foundation</td>
<td>247,000</td>
<td></td>
<td></td>
<td></td>
<td>247,000</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Revisions</strong></td>
<td>85,000</td>
<td>222,045</td>
<td>75,000</td>
<td></td>
<td>1,040,986</td>
<td>14,925,694</td>
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</table>

Original Budget Total 13,502,663
Revision #1 85,000
Revision #2 222,045
Revision #3 75,000
Revision #4 1,040,986

Revised Budget 3/10/2020 14,925,694

Prepared by: Thadd Hodge, Finance Director

Presented by: Scott Dadson, Executive Director

Presented at Board Meeting 6/9/2020
Family First Revenues, CARES Monies and Markel Insurance Proceeds

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Family First Home Delivered</td>
<td>$151,860</td>
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<tr>
<td>Family First Congregate</td>
<td>$75,930</td>
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<tr>
<td>CARES - Planning and Admin</td>
<td>$98,620</td>
</tr>
<tr>
<td>CARES - Title III-B</td>
<td>$571,441</td>
</tr>
<tr>
<td>CARES - Ombudsman</td>
<td>$23,203</td>
</tr>
<tr>
<td>CARES - Title III-E Family Cargiver Support</td>
<td>$90,593</td>
</tr>
<tr>
<td>Insurance Proceeds to Replace Roof</td>
<td>$29,339</td>
</tr>
</tbody>
</table>

$ 1,040,986
BUDGET ORDINANCE
for
FISCAL YEAR 2020 – 2021

WHEREAS, The Isothermal Planning and Development Commission budget for Fiscal Year 2020 – 2021 was made available on May 18, 2020 for public inspection online at budget; and,

WHEREAS, a public hearing on the proposed budget was held at: 12:00 noon on June 2, 2020 via an electronic meeting; and,

WHEREAS, the Town of Rutherfordton, Rutherford County & State of North Carolina are under a State of Emergency with provisions for social distancing, limits on gatherings and stay at home orders. The IPDC, under North Carolina General Statue 143-318.13 will host an electronic meeting. The meeting will be recorded and placed on the IPDC Website at www.regionc.org; and

WHEREAS, those wishing to speak during public comment period, the public can submit written comments to the Executive Director at sdadson@regionc.org no later than 1 hour before the start of the meeting. The Executive Director will then read public comments into the record during the meeting. And further that there were no public comments,

THEREFORE, Be it resolved by the Board of Directors of the Isothermal Planning and Development Commission, the following amounts are hereby appropriated by program for the operation of the Commission for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>HOUSING</th>
<th>AGING</th>
<th>WIOA</th>
<th>LOCAL</th>
<th>RPO</th>
<th>ARC</th>
<th>CWP</th>
<th>SAFE ROUTES</th>
<th>Economic Planning &amp; Community Development</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>6,697,997</td>
<td>1,065,600</td>
<td>2,214,380</td>
<td>106,775</td>
<td>85,105</td>
<td>27,500</td>
<td>60,000</td>
<td>95,000</td>
<td>11,212,657</td>
<td></td>
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<tr>
<td>STATE</td>
<td>1,197,061</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,232,061</td>
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<tr>
<td>LOCAL</td>
<td>336,791</td>
<td>189,746</td>
<td>26,594</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>771,381</td>
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<tr>
<td>PROGRAM INCOME</td>
<td>150,000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>APPROPRIATED FUND BALANCE</td>
<td>203,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>203,000</td>
<td></td>
</tr>
<tr>
<td>Inter Program Transfers</td>
<td>(69,805)</td>
<td>46,787</td>
<td>30,651</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(7,633)</td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>6,900,997</td>
<td>3,589,462</td>
<td>2,214,380</td>
<td>112,941</td>
<td>132,899</td>
<td>58,151</td>
<td>100,000</td>
<td>320,617</td>
<td>13,669,399</td>
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</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>HOUSING</th>
<th>AGING</th>
<th>WIOA</th>
<th>LOCAL</th>
<th>RPO</th>
<th>ARC</th>
<th>CWP</th>
<th>SAFE ROUTES</th>
<th>Economic Planning &amp; Community Development</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>480,791</td>
<td>261,522</td>
<td>274,274</td>
<td>56,146</td>
<td>70,000</td>
<td>20,863</td>
<td>44,536</td>
<td>121,815</td>
<td>1,320,282</td>
<td></td>
</tr>
<tr>
<td>FRINGES</td>
<td>159,580</td>
<td>87,308</td>
<td>86,182</td>
<td>19,651</td>
<td>25,153</td>
<td>7,503</td>
<td>15,588</td>
<td>42,916</td>
<td>443,881</td>
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<td>INDIRECT</td>
<td>259,626</td>
<td>141,377</td>
<td>146,108</td>
<td>30,319</td>
<td>37,729</td>
<td>11,260</td>
<td>24,049</td>
<td>73,824</td>
<td>726,302</td>
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<tr>
<td>TRAVEL/TRAINING</td>
<td>3,000</td>
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<td>45,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
<td>2,025</td>
<td>110,025</td>
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<tr>
<td>AGING MATCH</td>
<td>42,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42,000</td>
<td></td>
</tr>
<tr>
<td>CONTRACT SERVICES</td>
<td>10,000</td>
<td>2,512,133</td>
<td>884,800</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td>79,962</td>
<td>3,500,885</td>
<td></td>
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<tr>
<td>OPERATIONAL EXPENSES</td>
<td>85,000</td>
<td>122,464</td>
<td>281,016</td>
<td>51,941</td>
<td>17,853</td>
<td>18,525</td>
<td>9,827</td>
<td>740</td>
<td>587,385</td>
<td></td>
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<tr>
<td>PARTICIPANTS EXPENSE</td>
<td>410,648</td>
<td>495,000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>914,648</td>
<td></td>
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<tr>
<td>TENANT PAYMENTS</td>
<td>5,903,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,903,000</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>6,900,997</td>
<td>3,589,462</td>
<td>2,214,380</td>
<td>112,941</td>
<td>132,899</td>
<td>58,151</td>
<td>100,000</td>
<td>320,617</td>
<td>13,669,399</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES BY FUNDING SOURCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>LOCAL</td>
</tr>
</tbody>
</table>
The Budget Officer is hereby authorized to transfer appropriations within any of the above projects subject to any restrictions on grants or contracts.

The Executive Director is authorized to sign all agreements, contracts, grant awards, and other documentation which have been approved by the Board as a part of this budget or any subsequent revisions.

Due to the timing of receiving certain revenues and projects for the Commission, the Executive Director and Finance Director are hereby authorized to incur expenditures for projects after a notice of revenue availability is received. A formal budget amendment incorporating such funding shall be presented to the Board of Directors at its next meeting.

ADOPTED by vote of the Board of Directors of the Isothermal Planning and Development Commission upon motion by

_________________________________________ and seconded by

_________________________________________, this the 9th day of June, 2020.

ISOTHERMAL PLANNING AND DEVELOPMENT COMMISSION
BY: _____________________________________

Fred Baisden, Chairman

BY: _____________________________________

Bryan King, Secretary
Memorandum

June 2, 2020

To: Board of Directors, Isothermal Regional Commission

From: Doug Barrick, Chair, Facilities Committee

Scott Dadson, Executive Director, Isothermal Regional Commission

Re: Facilities Update, June 2020

Following several months of unprecedented change in how our local governments, to include this institution, have had to react to COVID-19 in how are business is conducted, buildings used, services rendered and meetings held, several actions regarding the Facilities Project for the IPDC Central Offices have been taken.

First, in February of this year, we suffered serious water damage inside due to the roof leaking. We filed an insurance claim, were approved and have since replaced the roof. Secondly, when COVID-19 Stay at Home orders were issued, I took the measured approach with the Financial Audit firm to pause the study for the USDA Financing pending the outcome of the Stay at Home order.

Since that time, both myself and Doug have met with Stan Anthony, from Boomerang Architects to discuss where we are and where we need to go. We have discussed that moving forward, our membership will have a whole new set of pressures on them to include cash flow. Since this building is owned by the IPDC membership, we feel that we need to be sensitive to this issue. Secondly, the Commission staff has had to adapt to a new way of working and serving our membership. As a practical matter, we have gone 90% remote work, tele meetings, and a mixed office set up. While we considered ourselves necessary, how we served has changed how we use the office space.

Because we do not want to consider the impacts of how not only we deliver services but how our members need services moving forward should be considered in any building design, let alone cost, we are asking the Board to allow us to regroup with our designer and facility committee to consider our office space needs and costs before we commit to moving forward. We have asked Boomerang Architects for a supplemental study and cost for us to re-look at our space needs and service delivery in the post-COVID world. This proposal is found attached.

We would recommend that we approve this additional study and work with staff and the facility committee to consider our best options moving forward.

Attach.
May 26, 2020

Mr. Scott Dadson
Executive Director
Isothermal Planning and Development Commission
111 W. Court Street
Rutherfordton, NC 28139

RE: Re-programming and Space Needs Assessment for Isothermal Planning and Development Commission

Comm No.: 1838-11 File: A-1.0

Dear Mr. Dadson:

We appreciate the opportunity to present this agreement for design services for your proposed new building. Our proposal is outlined as follows:

Project Scope:
- Isothermal Planning and Development Commission (IPDC) is reconsidering the anticipated space needs for the staff and major programs of the commission. To assist in evaluating the best way forward, a re-assessment of all the Commissions activities will be conducted to include office functions, meeting space, common use space, storage, etc.

Professional Services:
- Our Services will be provided as follows:

  a. Re-programming:
     i. Using data from the Space Needs Study by Solutions for Local Government dated December 2017, determine where consolidation or shared space could be utilized.
     ii. Meet with the IPDC staff to discuss options. Anticipate up to three (3) meetings of 1-1/2 hour each to evaluate all the program areas.
     iii. Prepare conceptual layout and Opinion of Probable Costs using historical data for buildings of similar size and complexity.
     iv. Prepare final report in 8 ½” x 11” bound booklet form (PDF and PPT format). This report will summarize the recommendations and conclusions

Services or Costs Not included in Scope of Work
- Site Topographic Survey: If needed, Cost of survey will be by Owner.
- Geotechnical and Construction Testing: If needed, Boomerang Design will assist in soliciting proposals. Cost of any testing will be by Owner.
- Hazardous Material Testing: If required, Boomerang Design will assist in soliciting proposals. Cost of Hazardous Material testing will be by Owner.
Compensation

Re-Programming:
- Programing meetings-3 @ $800 each: $2,400
- Concept development & Probable Costs: $3,800
- Final Report: $3,500
Total $9,700

If this is an agreeable arrangement, please have the appropriate party sign in the space below and return one original to our office for our files. We look forward to working with you on this exciting project!

Thank you again for the opportunity to provide this information for your consideration.

Best Regards,

O. Stanhope Anthony, AIA

Boomerang Design, P.A.

By authorized representative Date
Memorandum

June 1, 2020

To: Board of Directors, Isothermal Regional Commission

From: Scott Dadson, Executive Director

Re: Awardal of NCHFA Funds for McDowell County and Agreement to Administer Program on the County’s Behalf.

The Isothermal Regional Commission staff were asked by McDowell County to apply for Grant funding for the rehabilitation of houses in the County. The Commission staff prepared the grant and were awarded same in February of 2020. This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

IPDC has been allocated an initial set-aside of $190,000 which it plans to apply toward the rehabilitation of five houses in McDowell County. After demonstrating successful use of this allocation, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

The staff of the Commission is requesting that the Commission Board of Directors accept this Grant on Behalf of McDowell County:

Proposed: A motion for the Isothermal Regional Commission (the Commission) to accept Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2020 Cycle of the Essential Single-Family Rehabilitation Loan Pool (“ESFRLP”). IPDC has been allocated an initial set-aside of $190,000 which it plans to apply toward the rehabilitation of five houses in McDowell County.

Proposed: A motion that the Commission and McDowell County enter into an Agreement to administer these funds on their behalf at a Rate of 10% of the total value of the Grant over the period of the grant.
February 21, 2020

Mr. Scott Dadson, Executive Director
Isothermal Planning and Development Commission
PO Box 841
Rutherfordton, NC 28139

Dear Mr. Dadson:

Congratulations on your 2020 Essential Single-Family Rehabilitation Loan Pool (ESFRLP20) award. This letter outlines the necessary steps required so that your organization may begin its ESFRLP20 project.

Enclosed is the Post Approval Documentation packet (PAD) requesting some additional information including a copy of your ESFRLP20 Assistance Policy. Please return an electronic copy to the Agency on or before June 25, 2020 to the attention of Mark Lindquist. Mark will review the PAD for completeness and forward it to your case manager for programmatic review and approval. After submittal and approval of your PAD, the Agency will forward your ESFRLP20 Funding Agreement.

As a reminder, please do not begin work on your project until you have an executed Funding Agreement and your Program Administrator has attended the required Administrators’ Implementation Workshop. Detailed information on the workshops will be emailed directly to the Project Administrator and Rehabilitation Manager at a later date; they are currently scheduled for June 24 and 25, 2020 at the Rural Center in Raleigh.

As your case manager for this project, please do not hesitate to contact me any time you have questions, concerns or comments. My telephone number is 919-875-3753 and my email is dnmcfarland@nchfa.com. Most ESFRLP20-related correspondence should be addressed to my attention however you may occasionally need to contact other staff directly and should copy me on that correspondence. Often used contacts on our team are:

1. Reporting and Desktop Monitoring: Mark Lindquist-Senior Program Compliance Coordinator 919-501-4263 or mwlinquist@nchfa.com
2. Partner Portal technical assistance: Laura Altimare-Program Documentation Specialist, 919-981-2649 or laltimare@nchfa.com

We look forward to working with you toward the successful implementation and completion of your ESFRLP20 project. Please do not hesitate to call me if you have any questions.

Sincerely,

[Signature]
Dan McFarland
Housing Rehabilitation Officer

cc: Ms. Tammy Phillips, Housing Services Administrator
North Carolina Housing Finance Agency
2020 Essential Single-Family Rehabilitation Loan Pool (ESFRLP)
Post-Approval Documentation

A. Instructions
Your Application for Funding under the 2020 cycle of the Essential Single-Family Rehabilitation Loan Pool (ESFRLP20) was approved for $190,000 and assigned Funding Agreement number ESFRLP2011. As a Member of the ESFRLP20 “Pool”, $190,000 has been set aside in the pool for your project and may be reserved (set up) on a unit-by-unit basis once units have been selected and required documents have been received and approved by the North Carolina Housing Finance Agency (the Agency). In accordance with ESFRLP20 Program Guideline (PG) 3.2.2 you may reserve funds for up to 5 units under your original $190,000 set-aside. Funds for additional units may be reserved from the pool, depending on availability, on a unit-by-unit, first come, first served basis in accordance with PG 3.2 up until December 31, 2022.

Please provide the information and documentation requested in this packet and forward it to Mark Lindquist mlindquist@nchfa.com. The Case Manager assigned to your ESFRLP project is Dan McFarland and can be reached at 919-875-3753 or via email at dnmcfarland@nchfa.com.

B. Status of Other Funds - Not Applicable
If the Application for Funding stated that other funds would be available to assist with the rehabilitation of the proposed housing units, the Member must provide documentation for each source of funds identified, with the exception of Rural Development 504 funds. The table immediately below summarizes the proposed amount of matching funds according to your application.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer labor</td>
<td>$0</td>
</tr>
<tr>
<td>Donated material</td>
<td>$0</td>
</tr>
<tr>
<td>Matching local funds</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td>Total of matching funds</td>
<td>$0</td>
</tr>
</tbody>
</table>

✓. Assistance Policy - Attach
Because ESFRLP20 beneficiaries are not necessarily pre-selected and approved through a public hearing process, it is especially important that ESFRLP20 Members adopt an Assistance Policy that thoroughly and clearly identifies the eligibility criteria for assistance, and for prioritizing applicants once they have been determined eligible. This policy should be fair, open and nondiscriminatory. In addition, other facts, policies and procedures affecting potential applicants and/or recipients of assistance should be clearly communicated in your Assistance Policy. Be sure to include your policy on temporary relocation, if applicable. Please submit your proposed Assistance Policy as part of the completed Post Approval Documentation to the Agency. A sample Assistance Policy is located on the NCHFA at website, www.nchfa.com. You may choose to use it as a template to develop your own policy.
D. Procurement and Disbursement Policies - Attach
ESFRLP20 Members must submit a copy of their Procurement Policy that is specific to
ESFRLP20 and is written in accordance with 2 CFR 200, and 24 CFR 92.350 (equal opportunity
standards), and a copy of their Disbursement Policy, to the Agency, for review and approval.
Please submit a copy of your proposed Procurement Policy and a copy of your proposed
Disbursement Policy for ESFRLP20, to the Agency, as part of your PAD.

E. Service Area Requirements and Public Contact
Your Application for Funding was approved for the following service area and amount:

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Approved Program Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDowell County</td>
<td>$190,000</td>
</tr>
</tbody>
</table>

Your public contact’s phone number will be published on the Agency website which is linked by
several government and other resources. This person should be able to receive phone calls during
most normal business hours and be knowledgeable about who in your organization can assist the
public with access to the ESFRLP program.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
</table>

F. Fiscal Year and Audits. (Complete this section)
Members will be required to submit reports as required under NC State General Statue 143C-6-23
(Non-Government Organizations) or NC State General Statue 159-34 (Units of Local
Government). Fiscal year begins \( \text{July} \) and ends \( \text{June} \).

G. 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 and the FFATA
questionnaire acknowledging their receipt. Then, return both documents with this PAD.

H. Organizational Documents. (Non-Government Organizations Only) - Not Applicable
1. Please provide a copy of your Conflict of Interest Policy in accordance with GS 143C-6-23.
2. Please provide a written statement, made under oath and completed by your board of
directors or appropriate governing body stating that your organization does not have any
overdue taxes, as defined by GS 105-243.1 at the federal, state and local level.
3. Please provide copies of organizational documents, including articles of incorporation, by-
laws, and a listing of all directors, officers and staff.

I. Intergovernmental Agreement - Not Applicable
Please provide a copy of an intergovernmental agreement between your governmental entity and
the governmental entity in which you will be providing services under ESFRLP20, as required by
GS 160-456.

J. Minimum Housing Codes - Attach
In those jurisdictions with an adopted minimum housing code, all units rehabilitated with ESFRLP
funds must meet or exceed all local codes, rehabilitation standards, ordinances and zoning
ordinances upon the completion of rehabilitation. Please attach any adopted minimum housing
codes in your county service area. Contact your Case Manager if you have questions.
K. Requisition Approval Authorization Form, W9 and Direct Deposit - Attach

1. Enclosed in the PAD packet is a Requisition Approval Authorization form. Please have this signed by each individual authorized by your organization’s governing board who will be requisitioning ESFRLP20 funds. Return the signed form to the Agency as part of the completed PAD. Be sure to provide a copy of the resolution passed by the governing board authorizing the requisitioning of funds by those persons whose signatures appear on the enclosed certification.

2. 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.

3. 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.

L. Language Access Plan - Attach

As recipients of federal funds, ESFRLP Members are required to comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 requiring them to take responsible steps to ensure meaningful access by persons with limited English proficiency. ESFRLP Members are now required to provide the Agency with their four-factor analysis used to establish the need for a Language Access Plan (LAP) and the LAP if required by the analysis. See the attached “NCHFA Guidance for Developing a Language Access Plan” and the Agency’s LAP at www.nchfa.com as an example if you need to perform a four-factor analysis or create a plan.

M. ESFRLP Budget for Soft Costs

The Agency recommended ESFRLP20 budget for soft costs is provided below for your review and acceptance or your organization may propose to adjust the recommended budget.

Please check the appropriate response.

a. Member accepts Agency-recommended budget (per table below); or

b. Member proposes to adjust the budget as follows (complete on page 4)

<table>
<thead>
<tr>
<th>ESFRLP Soft Costs/unit</th>
<th>ESFRLP2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outreach &amp; Advertising</td>
<td>$300</td>
</tr>
<tr>
<td>2. Environmental Review preparation</td>
<td>$500</td>
</tr>
<tr>
<td>3. Asbestos testing/clearance</td>
<td>$600</td>
</tr>
<tr>
<td>4. Radon testing (required)</td>
<td>$100</td>
</tr>
<tr>
<td>5. LBP inspection/risk assessment</td>
<td>$600</td>
</tr>
<tr>
<td>6. LBP clearance</td>
<td>$400</td>
</tr>
<tr>
<td>7. Loan document execution, recording &amp; legal fees</td>
<td>$500</td>
</tr>
<tr>
<td>8. Pre-rehab Inspection including scope of work</td>
<td>$900</td>
</tr>
<tr>
<td>9. Work write-ups</td>
<td>$1,500</td>
</tr>
<tr>
<td>10. Cost estimate</td>
<td>$400</td>
</tr>
<tr>
<td>11. Project &amp; construction management</td>
<td>$3,500</td>
</tr>
<tr>
<td>12. Flood Insurance (units in Flood Hazard Zones)</td>
<td>$500</td>
</tr>
<tr>
<td>13. Post-rehab value certification</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Total ESFRLP Soft Costs/unit** $10,000

Proposed Adjusted Budget

~ 3 ~
<table>
<thead>
<tr>
<th>ESFRLP Proposed Soft Costs/unit</th>
<th>ESFRLP2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outreach &amp; Advertising</td>
<td></td>
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</tr>
<tr>
<td>13. Post-rehab value certification</td>
<td></td>
</tr>
<tr>
<td><strong>Total Proposed ESFRLP Soft Costs/unit</strong></td>
<td></td>
</tr>
</tbody>
</table>

**N. Certification**

The Member 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.

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<table>
<thead>
<tr>
<th>Attest</th>
<th>Authorized Signature</th>
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</table>

Title          Date  
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Title          Date  
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