

**CITY OF BURLINGTON  
CONSOLIDATED PLAN  
ONE-YEAR ACTION PLAN  
Program Year 2013-2014**

**City of Burlington  
North Carolina**



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**ONE-YEAR ACTION PLAN**  
**Program Year 2013-14**

**Executive Summary**

The City of Burlington is submitting the FY 2013-14 Annual Action Plan as the fourth action plan of the 2010-2015 Consolidated Plan. HUD requires all jurisdictions receiving annual entitlement funds to submit an annual action plan to report on the status of needs and outcomes expected to be achieved in the coming year.

The One-year Action Plan outlines the City’s planned projects and activities to address identified priority needs and specific objectives during program year 2013. These activities and projects also address the City’s overall priorities identified in the 2010-2015 Consolidated Plan. All priorities, objectives and activities are planned for a one-year period ending June 30, 2014 unless otherwise indicated in the plan. Included in the plan are activities to address other public initiatives and policies as required by HUD.

The City will direct Community Development Block Grant (CDBG) funds to projects within its corporate limits. Proposed allocations of CDBG funds are to citywide housing rehabilitation projects, neighborhood revitalization or development projects in the City’s low and moderate-income areas, and job training and development projects citywide for eligible populations specified in the following narrative.

The FY 2013-14 Action Plan provides detailed information on the proposed CDBG and revolving loan-funded activities and other actions to meet program requirements, to encourage citizen participation and to broaden public participation in the planning process. The following listing summarizes the projects for program year 2013-14.

FY 2013-14 CDBG Budget	
Action Plan Table 1	
Note: Grant Allocation is based on a 5% reduction in funds from Program Year 2012	
<u>Estimated Sources:</u>	
Estimated CDBG Entitlement Grant	\$ 437,208
Revolving Loan Funds	<u>100,000</u>
Total	\$ 537,208
<u>Proposed Expenditures:</u>	
Housing Rehabilitation (Revolving Loan Funds)	\$100,000
Mebane Street Sidewalk Project	170,000
Construction Training Program	65,000
Allied Churches Upgrades	56,321
Mebane Street Crosswalk	33,300
North Park Library	26,237
Residential Treatment Services Hall Ave. Project	14,350
Fairchild Park Playground Upgrade	10,000
Administration	<u>62,000</u>
Total	\$537,208

**Project Name:** **Mebane Street Sidewalk Project**

**Proposed Expenditure:** **\$170,000**

**Project Description:** The City plans to construct a sidewalks a 3,500 ft. segment of sidewalk along Mebane Street (south side) from James Street to Beaumont Street. This sidewalk project will tie into existing sidewalk at each end and will extend sidewalk on the south side for a span from Webb to Graham-Hopedale. This project in East Burlington will benefit residents who in live in East Burlington by providing a safe sidewalk connection.

**Project Name:** **Housing Rehabilitation Program**

**Proposed Expenditure:** **\$100,000 (Revolving Loan Funds)**

**Project Description:** Receipts from the revolving loan fund will be used for loans for low and moderate-income households to rehabilitate their homes to provide safe, decent dwellings that meet the City's Minimum Housing Code. The City will undertake any required lead-based paint hazard reduction procedure and when necessary, temporarily relocate program participants.

**Project Name:** **Construction Training Program**

**Proposed Expenditure:** **\$65,000**

**Project Description:** The City will invest \$65,000 of CDBG funds in the North Carolina Construction Training Partnership Program to provide job training in the construction industry and housing assistance for low-income area residents. The program is the continuation of a cooperative venture between the City, the North Carolina Housing Finance Agency (NCHFA) and the North Carolina Home Builders Association (NCHBA). North Carolina Home Builders Association will recruit the trainees and conduct the job training and development activities. Class instruction includes hands-on rehabilitation training, RRP certification, green building skills, and building maintenance instruction. The training consists of a spring and fall class with approximately 16-20 participants. The class participates in hands-on rehabilitation activities through the City's housing rehabilitation program. The projects the class works on are reviewed for environmental standards through the scattered site housing rehabilitation process. North Carolina Housing Finance Agency will provide funds of \$65,000 for hard construction costs for eligible affordable housing rehabilitation projects identified and undertaken by the City.

**Project Name:** **Allied Churches Upgrades**

**Proposed Expenditure:** **\$53,321**

**Project Description:** The City plans to fund two improvement projects at Allied Churches. The first project is to repair the foundation cracks in the southeast corner of the building. This corner has settled up to 6 inches in some areas. The settling has caused damages both inside to the sheet rock and bricks on the outside. This project will be completed by a structural engineering company per recommendation of a certified engineer. The second project will be to complete new paving for three areas of parking at the facility. The current parking lot has many potholes and is a danger for clients and volunteers. The City plans to provide \$17,585 for structural repairs and \$38,736 for paving with Allied Churches matching \$9,059.

**Project Name:** **Mebane Street Crosswalk**

**Proposed Expenditure:** **\$33,300**

**Project Description:** The City plans to install a crosswalk at the intersection of S. Graham Hopedale and Mebane Street. This area is located in East Burlington and the City has received several requests for a crosswalk at this intersection. This area connects two major Burlington roadways which merge together and is also the location of the East Burlington Wal-Mart. This project will allow a safe intersection for those residents using S. Graham Hopedale or Mebane Street to access Wal-Mart or the roads.

**Project Name:** **North Park Library**

**Proposed Expenditure:** **\$26,237**

**Project Description:** Each year, the City sets aside funds to purchase books, materials and supplies for the branch library in the Mayco Bigelow Community Center at North Park. Continuation of this financial assistance permits the library to operate and maintain its level of service to the community. This year the increased amount will greatly benefit the library when materials budgets are being drastically cut.

**Project Name:** **Residential Treatment Services-Hall Ave. Facility Upgrade**

**Proposed Expenditure:** **\$14,350**

**Project Description:** Plans are to provide funds to assist Residential Treatment Services to upgrade its Hall Ave facility. The upgrade will include an existing roof with 40 year architectural shingles. The current was installed in the 1970s and is in desperate need of replacement. The facility serves an 8-bed treatment unit which serves both men and women and a supervised living low program for 17 male residents.

**Project Name:** **Fairchild Park Playground Upgrade**

**Proposed Expenditure:** **\$10,000**

**Project Description:** The City plans to expend \$10,00 to install a shade structure on the preschool aged playground equipment for the exploration station. The playground is in need from shade from the preschool aged children who use this equipment. Fairchild Park Community Center is located in a low to moderate income area in East Burlington.

**Other Proposed CDBG Expenditures:** **Administration \$62,000**

### **Summary of Objectives and Outcomes**

For the program year 2013-14 the City plans to address needs under affordable housing, a suitable living environment, and economic opportunities. The below chart summarizes the objectives and outcomes for the upcoming year. A detailed chart is listed in Appendix B under HUD Table 2C Summary of Specific Objectives Housing and Community Development.

<b>Action Plan Table 2</b>	
<b>Objective</b>	<b>Outcome</b>
<i>DH 1.1</i> Provide decent housing for 10 low and moderate income homeowners	Number of units rehabilitated. Number of units occupied by the elderly. Number of units brought to standard. Number of units made accessible. Number of units made lead safe.
<i>DH 2.1</i> Increase homeownership opportunities for one low and moderate-income perspective homebuyers	Number of first time homebuyers.
<i>SL 1.1</i> Improve infrastructure along a portion of Mebane St. with the installation of new sidewalks and improve the accessibility with the installation of a crosswalk at Mebane St. and S. Graham Hopedale Rd. (Improvement or development of public infrastructure to revitalize neighborhoods)	Number of person with new access to infrastructure. Number of persons served by infrastructure that is no longer substandard.
<i>SL 1.2</i> Provide improved recreational facilities for residents in East Burlington.	Number of persons with improved access to service. Number receiving a service or benefit that is no longer substandard.
<i>SL 1.3</i> Upgrade the quality of public facilities with persons with special needs.	Number of persons with improved access to services. Number of persons that receive service or benefit that is no longer substandard.
<i>SL 1.4</i> Enhance access to services at North Park Library located in a local public facility	Number of persons with improved access to service. Number of persons that receive service or benefit that is no longer substandard.
<i>EO 1.1</i> Stimulate employment opportunities for low and moderate-income individuals by partnering with state agencies to provide access to job training program	Number of persons assisted. Number of persons with improved access to service.
<i>EO 1.2</i> Effective partnerships with local public housing authorities to support self-sufficient programs for low-income persons.	Number of persons participating in self-sufficiency programs.

## **Review of Past Performance**

The City has maintained a high performance rate for past projects completed through the FY 2012-13 Action Plan. The goals of the 2010-2015 Consolidated Plan have been instrumental in meeting the goals of the CDBG and HOME programs set out by the City through community input.

The City has rehabbed six homes and reconstructed one homes since July 1, 2012. There are currently three rehabilitation projects under contract. The City has assisted five families with

relocation assistance. Since July 1, 2012 one infrastructure project, five recreation projects, three public facility projects, and one public service projects have been completed.

In August 2012 through the HOME Consortium and CHDO partnership a new home was constructed at the Apple Tree Subdivision.

### **Priority Needs Analysis and Geographic Distribution**

The City's major goal is to provide opportunities for standard, affordable housing for low and moderate-low families and for supportive housing for the homeless and others with special needs within the County. A second basic goal is to improve the living environment of low- and moderate-income persons in its jurisdiction. Therefore, in determining the allocation of limited public resources among the identified housing and community development needs, the City analyzed the probable impact of a specific need, availability of resources (public and private), time and costs. This analysis served as a basis for identifying any obstacles to meeting underserved needs and designing programs/activities.

General priorities of the City of Burlington focus on meeting the housing and community development needs of low-income households and neighborhoods throughout the City. The City provides federal funding, program income and any leveraged public/private resources for diverse activities including housing rehabilitation and neighborhood revitalization. The City does not intend to target a specific portion of its activities into a specific geographic area. Instead, the City will provide assistance on a City-wide basis.

### **Description of Activities**

Burlington will execute planned activities funded by Community Development Block Grant (CDBG) funds or its revolving loan fund within its corporate limits. In the Appendix B, Table 3A Summary of Special Annual Objectives (Table 3B Annual Affordable Housing Goals) and Table 3C (Listing of Projects), details the individual project for FY 2012-13. These tables prescribed by HUD, displays detailed information on the proposed CDGB, HOME, and revolving loan funded activities for the program year 2013-14.

### **Affordable Housing Priorities/Objectives:**

#### **Affordable Housing**

Priority Needs to Address:

- Elderly and low and moderate-income homeowners' dwellings in need of housing rehabilitation.
- Owner-occupied housing with lead and other environmental hazards.
- Affordable housing for low and moderate-income homebuyers.

**Objective DH-1.1:** *Provide decent housing for 10 low and moderate-income homeowners.*

An objective of the City is to provide decent housing by offering rehabilitation assistance from various funding sources to low and moderate-income homeowners residing in single-family houses at scattered sites. In program year 2013 the City plans to rehabilitate 10 housing units. As part of its housing rehabilitation process, the City will undertake any required lead-based paint reduction procedures, such as providing information on lead-based paint hazards and conducting inspections and reduction activities. The City will refer families with young children potentially exposed to lead-based paint hazards to the Alamance County Health Department to be screened for lead poisoning. For elderly and disabled households, the City will modify or adapt their homes to make the units accessible for the occupants as their needs change. When necessary, the City will temporarily relocate program participants, specifically households whose dwellings contain lead-based paint hazards. Project delivery costs will also be funded as part of the activity.

The City will use Community Development Block Grant (CDBG) funds, revolving loan payments, and leveraged funds for housing assistance within its corporate limits. CDBG funds will be used, as needed, for lead-based paint costs, and project delivery costs for housing projects. (See section on Resources).

As members of the Greensboro, Guilford County, Burlington, Alamance County Housing Consortium, the City and Alamance County participate in the HOME Investment Partnerships Program (HOME). The City will primarily use HOME Investment Partnerships (HOME) Program funds to pay the hard costs for housing rehabilitations for owner-occupied dwellings at scattered sites within the municipal limits and throughout the County. The City administers Alamance County's HOME Program.

**Objective DH-2.1:** *Increase homeownership opportunities for one low and moderate-income prospective homebuyers.*

To encourage homeownership, the City will work with the local designated Community Housing Development Organization (CHDO) to continue to develop affordable housing units on City-owned property located in Apple Tree Village subdivision on Apple Street. The CHDO plans to construct one (1) home per year for low and moderate-income first-time homebuyers. For the project, the CHDO has leveraged North Carolina Housing Finance Agency (NCHFA) funds for down payment assistance for eligible homebuyers in the subdivision and Community Services Block Grant funds for administration of the project. The City contributes HOME Program CHDO set-aside funds to develop the houses in the subdivision. Development of the planned 18 houses will be a multi-year project.

### **Non-Housing Community Development Priorities/Objectives**

#### **Priority Needs:**

- Improvement or development of public infrastructure to revitalize neighborhoods and create a suitable living environment.

- Access to local public facilities and services that contribute to neighborhood development.
- Promotion of job training and development.

**Objective SL-1.1:** *Improve access to public infrastructure by installing sidewalks in East Burlington*

An objective of the City is to encourage efforts to revitalize low and moderate-income areas and to create a suitable living environment. The City plans to complete two infrastructure project in East Burlington.

In the first project the City will spend approximately \$170,000 of CDBG funds to construct a 3,500 ft. segment of sidewalk along Mebane St. (south side) from James Street to Beaumont Street. This sidewalk project will tie into existing sidewalk at each end and will extend sidewalk on the south side for a span from Webb to Graham-Hopedale. This project in East Burlington will benefit residents in live in East Burlington by providing a safe sidewalk connection. This project will be infrastructure benefit for the residents of East Burlington.

In the second project the City will spend approximately \$33,300 to install a crosswalk at the intersection of S. Graham Hopedale and Mebane Street. This area is located in East Burlington and the City has received several requests for a crosswalk at this intersection. This area connects two major Burlington roads together and is also the location of the East Burlington Wal-Mart. This project will allow a safe intersection for those residents using S. Graham Hopedale or Mebane Street to access Wal-Mart or the roads. . This project will be infrastructure benefit for the residents of East Burlington.

**Objective SL-1.2:** *Provide improved recreational facilities for residents in East Burlington*

The City plans to expend \$10,000 install a shade structure on the preschool aged playground equipment at Fairchild Park. There is currently no shade on this playground equipment and this project will allow for a shaded play area for children who use this equipment. Fairchild Park Community Center is located in a low to moderate income area of East Burlington.

**Objective SL-1.3:** *Upgrade the quality of public facilities for persons with special needs.*

The City plans to complete three projects at two public facilities improvement projects for persons with special.

The first public facilities project will be to provide funds to assist Allied Churches to upgrade the quality of their emergency shelter facilities. Allied Churches proposes to upgrade the facility with two improvement projects. The first project is to repair the foundation cracks in the southeast corner of the building. This corner has settled up to 6 inches in some areas. The settling has caused damages both inside to the sheet rock and bricks on the outside. This project will be completed by a structural engineering company per recommendation of a certified engineer. The plans are to provide \$17,585 of CDBG to complete this project with

Allied Churches matching \$3,117. The second project will be to complete new paving for three areas of parking at the facility. The current parking lot has many potholes and is a danger for clients and volunteers. The City plans to provide \$38,736 for this project with Allied Churches matching \$9,059. The City will provide a total of \$56,321 to Allied Churches for this project so their clients will have access to a safer facility.

The second public facilities project will be to provide funds to Residential Treatment services to replace the roof at its Hall Ave. Facility. The City plans to provide \$14,350 to replace the existing roof. The current roof is from the 1970s and in desperate need to repair due the age and condition. The replacement will provide 40-year architectural shingles to sustain the projects for many years. The facility serves an 8-bed treatment unit which serves both men and women and a Supervised Living Low for 17 male residents.

**Objective SL-1.4:** *Enhance access to services at North Park Library located in a local public facility.*

To assist Northeast Burlington, a low and moderate-income area, the City plans to set aside \$26,237 for the library located in the Mayco Bigelow Community Center at City-owned North Park. The library primarily serves the area youth by circulating books and materials and having computers available for use by the public. Continuation of the financial assistance permits the library to operate and maintain its level of service to the community.

**Objective EO-1.1:** *Stimulate employment opportunities for low and moderate-income individuals by partnering with state agencies to provide access to job training program.*

In response to local employment and affordable housing needs, the City intends to continue its participation in the North Carolina Construction Training Partnership Program (CTP). The City will invest \$65,000 of CDBG funds in the North Carolina Construction Training Partnership Program to provide job training in the construction industry and housing assistance for low-income area residents. The program is the continuation of a cooperative venture between the City, the North Carolina Housing Finance Agency (NCHFA) and the North Carolina Home Builders Association (NCHBA). North Carolina Home Builders Association will recruit the trainees and conduct the job training and development activities. Class instruction includes hands-on rehabilitation training, RRP certification, green building skills, and building maintenance instruction. The training consists of a spring and fall class with approximately 16-20 participants. The class participates in hands-on rehabilitation activities through the City's housing rehabilitation program. The projects the class works on are reviewed for environmental standards through the scattered site housing rehabilitation process. North Carolina Housing Finance Agency will provide funds of \$65,000 for hard construction costs for eligible affordable housing rehabilitation projects identified and undertaken by the City.

**Objective EO 1.2:** *Maintain effective partnerships with local public housing authorities to support self-sufficiency programs for low-income persons.*

The City will continue to maintain its partnerships with the Burlington Housing Authority and the Graham Housing Authority to effectively promote the self-sufficiency programs that are managed by both housing authorities.

The City will continue to conduct outreach activities to encourage the participation of minority and female-owned or operated businesses and the employment of low and moderate-income area residents in HUD funded projects. Outreach activities include mailing information to solicit applications from contractors to work on housing rehabilitation projects. If needed to recruit contractors, the City will sponsor local training on the Lead-Based Paint Hazard Management Program for Renovation, Repair, and Painting certification to reduce lead-based paint hazards for contractors. In addition, the City will encourage local contractors to become state certified lead-based paint abatement supervisors. The City will also request contractors during pre-construction conferences to hire local residents as employees and use area suppliers on projects funded by the Community Development Program.

### Implementation Schedule

Table 3 located below shows the implementation schedule to accomplish the City's proposed CDBG-funded projects for program year 2013-14. Administration is an on-going activity. Table 3C Listing of Projects located in Appendix B, table displays the information on the regulatory citations and other details of the individual projects.

<b>Action Plan Table 3</b>					
<b>Implementation Schedule for Proposed Projects</b>					
<b>FY 2013-2014</b>					
<b>Activity</b>	<b>1<sup>st</sup> Quarter (July - Sept.) Proposed No. of Units / \$</b>	<b>2nd Quarter (Oct. – Dec.) Proposed No. of Units / \$</b>	<b>3<sup>rd</sup> Quarter (Jan. - Mar.) Proposed No. of Units / \$</b>	<b>4th Quarter (Apr. - June) Proposed No. of Units / \$</b>	<b>Cum. Total No. Units / \$</b>
Rehabilitation*	CDBG	CDBG	CDBG	CDBG	CDBG
Mebane Street Sidewalk			\$85,000	\$85,000	\$170,000
Construction Training Program	\$32,500		\$32,500		\$65,000
Allied Churches	\$56,321				\$56,321
Mebane Street Crosswalk			\$33,300		\$33,300
Residential Treatment Services Hall Ave	\$14,350				\$14,350
Fairchild Park Playground Upgrade	\$10,000				\$10,000

North Park Library / Public Service			\$26,237		\$26,237
CHDO**	HOME	HOME	HOME	HOME	1 New Home

\*The cost of housing rehabilitation and relocation along with any associated costs cannot be calculated until bids are received. CDBG relocation funds will only be used for project within the City of Burlington. Using HOME Program funds, the City plans to rehabilitate seven (7) units in the City and three (3) in the County. The City will use CDBG or HOME program funds allocated in prior years to pay relocation and lead-based paint hazard reduction costs. HOME Program funds for housing rehabilitations are included in the HOME Program Annual Action Plan of the Housing Consortium in which the City and Alamance County participate.

\*\* Funds for CHDO activities are provided through the HOME Program and reported in the One-year Action Plan for the Housing Consortium.

## Resources

Estimated federal resources for the proposed CDBG activities and planned expenditures are exhibited in the Table 4 shown on below

<b>Action Plan Table 4 CDBG Budget 2013-2014 Program Year</b>	
<u>Estimated Sources:</u>	
Estimated CDBG Entitlement Grant	\$ 437,208
Revolving Loan Funds	<u>100,000</u>
Total	\$ 537,208
<u>Proposed Expenditures:</u>	
Housing Rehabilitation (Revolving Loan Funds)	\$100,000
Mebane Street Sidewalks Project	170,000
Construction Training Program	65,000
Allied Churches Upgrade	56,321
Mebane St Crosswalk	33,300
North Park Library	26,237
Fairchild Park Playground Upgrade	10,000
Residential Treatment Services-Hall Ave. Facility	14,350
Administration	<u>62,000</u>
Total	\$537,208

The City plans to leverage funds to supplement its Community Development Block Grant (CDBG) funds to address housing needs and to accomplish non-housing community development activities as follows:

- Use North Carolina Housing Finance Agency funds of \$65,000 to pay for the hard construction costs for housing in conjunction with the Construction Training Program activities.
- Allied Churches will contribute \$9,059 to offset cost of parking lot and structural repairs.
- Participate in the federal HOME Program Consortium with the City of Greensboro Guilford County, and Alamance County to maximize the funds available to provide affordable housing. The City will match HOME Program expenditures with income received from the closed-out Rental Rehabilitation Program and State Construction Training Program funds.
- Coordinate and integrate its efforts to deliver housing assistance and leverage funds with other programs, such as Weatherization and programs targeted for low-income households and/or persons with special needs. In some instances a homeowner may contribute their own personal funds to upgrade certain elements based on their personal preference.
- Work with the local Community Housing Development Organization (CHDO) to support the development of affordable housing for low-income households.

## **Homeless Activities**

### Priority Needs:

- Homeless individuals and homeless families with children in need of a range of housing and service options.
- Homeless persons with special needs in need of housing and service options.
- Effective partnerships between provider agencies to enhance service planning and delivery.

### **Objectives:**

**DH 1.1:** *Promote accessibility/availability of decent housing for the homeless with special needs.*

**DH 2.1:** *Promote a sufficient range of housing and service options for homeless individuals and homeless families to become self-sufficient*

**SL 1.1:** *Promote effective partnership between provider agencies to enhance service delivery.*

The City will continue to work with local agencies to provide a network of services and housing options for homeless individuals and homeless families with child. As part of this strategy, the City will focus on providing additional housing resources and more targeted supportive services to address chronic homelessness.

## **Continuum of Care**

Organized in January 2000, the Alamance County Interagency Council for Homeless Assistance (ACICHA) oversees the local formal Continuum of Care, a community-based, comprehensive and coordinated housing and service delivery system. ACICHA meets monthly to interact, gather information and develop projects to apply for HUD funds and any other applicable funds

to fill the gaps and unmet needs of the homeless or persons threatened with homelessness. Each year, the Council revises its "gaps analysis" to determine the unmet needs in services or programs for the homeless.

Since 2005 ACICHA has been a member of the Balance of State Continuum of Care. Over the past several years, ACICHA has successfully received Continuum of Care Homeless Assistance Program funds to make decent housing accessible and available for the disabled homeless and transitional housing for homeless families. ACICHA also participates in the Homeless Management Information System to help to improve the planning and delivery of services to the homeless.

The Alamance County Interagency Council on Homelessness plans to submit an application for 2013 Continuum of Care funds as a member of the Balance of State Continuum. Alamance County Community Operations Center-Cardinal Innovations has requested three renewals this year and will continue to request renewals as needed.

### **Other Homeless Activities**

The existing housing and service providers will continue to address the needs of the homeless and potentially homeless during the program year. Allied Churches of Alamance County and Family Abuse Services operate emergency shelters and provide supportive services for the homeless. Residential Treatment Services provides emergency or crisis beds and transitional housing for substance abusers or the mentally ill.

#### ***Allied Churches:***

Allied Churches is Burlington's only emergency shelter for the homeless. Since 2010 several changes have occurred at the Shelter including a the new mother and children area and a continued growth of the Allied Recourse Day Center.

The facility's capacity is 47 for single males, 28 for mother/children, and 16 overflow beds. The average occupancy is 68 individuals per night for the shelter. There is an average of 142 meals provided daily through the Good Shepard Community Kitchen. Expanded capacity is made during the cold weather months to increase housing for additional guests.

Allied Churches has agreements with Triumph. Residents are actively referred to Residential Treatment Services, Family Abuse Services, and Piedmont Rescue Mission. Vendors also use the Allied Resource Day Center to schedule appointments with residents for counseling, assessments, and housing assistance.

Since March 2011 the Allied Resource Day Center (ARDC) has been open. The average daily number of clients is 52. At the ARDC services include utility assistance, homeless prevention, rapid rehousing, referrals to mental health, ID Cards, DSS referrals, Benefits Bank, case management, clothing and furniture referrals, ACC – GED classes, application to establish or re-

establish Social Security benefits, ALAMAP referrals for medications, and Open Door Clinic referrals for general health care needs.

A Rapid Rehousing program will begin in 2013 with HUD funds. A Case Manager was added to the staff to administer this and to assist in managing the Shelter Plus Care program.

***Family Abuse Services:***

Family Abuse Service (FAS) is Burlington's central location for services for victim of domestic violence. The agency provides a number of services to the community for immediate, long term, and preventative relief of domestic violence.

The Family Justice Center continues to provide a safe environment as the central intake point for victims of domestic violence. Crisis counseling, court advocacy, crisis line services, and safe exchange visitation program are the array of services being provided through the Center. In 20102 the average occupancy at the domestic violence shelter has been 14. With the variety of services FAS staff have benefited from a much closer collaborative relationship with onsite partners including DSS, law enforcement, Legal Aid, Horizons, and the District Attorney's office. These partnerships have improved services for victims of domestic violence and their children.

Family Abuse Services has kept pace with the growing Hispanic population and has employed Hispanic/Latina staff members for the past four years. Their efforts have included outreach to maintain linkage with the community agencies serving ethnic and cultural minorities, such as Centro la Comunidad. During 2012 173 victims received Hispanic outreach assistance.

The Transitional Housing Program began in 1996 and serves individuals and families with four single apartment. Two units are 1-bedroom and 2 units are 2-bedrooms. The transitional housing clients receive case management services during their stay.

A volunteer Court Navigator Program was launched in October 2012. Volunteers attend a two-day training and then are paired with victims of domestic violence who are going through civil and criminal court proceedings relating to the domestic violence. Volunteers provide emotional support and court accompaniment services to victims. To date 20 volunteers have been trained and have begun providing services to victims in Alamance County.

The City of Burlington has remained an active partner in assisting facility upgrades for the both Family Abuse Services' transitional housing and emergency shelter programs. With the assistance of CDBG from previous funding years, the City has funded several projects at both the emergency shelter and transitional housing facility. These projects have included the installation of new appliances and carpeting in the transitional housing facility and emergency shelter, upgraded plumbing, and a new security system in the transitional housing facility and emergency shelter. The City will continue in future endeavors to be active in terms of the needs of domestic of violence in both the City and Alamance County.

### ***Residential Treatment Services:***

Residential Treatment Services of Alamance provides eight emergency or crisis beds for homeless and non-homeless substance abusers or the mentally ill. This is completed through programs at the Hall Ave Facility and the Detox/Crisis Unit. The agency continues to counsel substance abusers at Allied Churches emergency shelter.

Since February 2011 the Mebane St. Facility has operated through a permanent supportive housing grant from HUD. The program is a six-bed permanent housing unit for homeless women with substance abuse and/or mental health issues. The women are allowed to live in the house for as long as they desire and maintain a lease agreement. While living at the facility, the women learn necessary daily living skills, budgetary skills, and other education and experiential requirements to meet their individual needs. Using these skills, the women seek employment, paying a better than average wage so they can live as self-supporting citizens. The second year of grant funding has been completed and RTS is seeking a renewal with the 2013 NOFA.

### ***Burlington Development Corporation:***

Burlington Development Corporation, a non-profit affiliate of Burlington Housing Authority, has administers the STEPS and HOPE Supportive Housing programs funded by two 2006 Continuum of Care Supportive Housing Program grants. Supportive Tools Enhance Program Success (STEPS) is a transitional housing program leasing private market units for four disabled homeless families. Housing Opportunities Producing Empowerment (HOPE) is a program leasing private market units for six chronically homeless disabled individuals. Renewals for these grants have been submitted for 2013.

### ***Alamance County Community Services Agency:***

Through its Housing Services Program, Alamance County Community Services Agency (ACCSA) intends to place 25 very low-income families or individuals residing in substandard dwellings and/or threatened with homelessness in affordable, decent housing. ACCSA offers housing counseling to an average of 40 families along with location services. If necessary, limited financial help for security deposits and prorated rent for one month for families or individuals to obtain housing is available. The agency plans to enroll 80 families in its Self-Sufficiency Program with the focus being employment services for 20 individual family members thus thwarting homelessness or potential homelessness.

## **Resources**

Funds for the supportive facilities and services for the homeless and low-income households threatened with homelessness are available from Federal, State, local, and private resources. The agencies anticipate receiving Federal funds from the Emergency Solutions Grants Program, the Supportive Housing Program, Shelter Plus Care Program, the Federal Emergency Management Agency Program, and Community Services Block Grant. State resources are

comprised of funds from the North Carolina Council for Women/Domestic Violence Commission, the North Carolina Governor's Crime Commission, and marriage license fees. The City of Burlington and Alamance County also provide funds to the agencies. To supplement, match or leverage the grants from competitive Federal and State programs and foundations, the agencies use local funds and private resources. Private resources include contributions, corporate sponsorships, United Way, foundation grants, fees, and fund-raisers.

The City of Burlington will continue to provide technical assistance for these agencies and when feasible, financial support. Each year, the City allocates to two agencies, Residential Treatment Services and Family Abuse Services, its revenue received from a special (5%) surcharge on the liquor, local restaurants and bars purchase to sell as mixed drinks. These funds average about \$83,000 per year.

### **Non-Homeless with Special Needs**

Priority Needs to Address:

- Non-homeless persons with special needs in need of housing and supportive services.

**Objective DH 1.2:** Promote accessibility/availability of decent housing for the non-homeless with special needs.

Family Abuse Services, Ralph Scott Lifeservices, Residential Treatment Services, and the Piedmont Behavioral Health – Alamance/Caswell Community Operations Center serve homeless and non-homeless persons with special needs. Facilities for the developmentally disabled, mentally ill, substance abusers, and abused women are situated throughout the County.

Family Abuse Services will continue to administer its transitional housing program for victims of domestic violence and their children. The agency operates a facility with four apartments set up as a studio apartment, a one-bedroom, a two-bedroom, and a three-bedroom apartment. The agency offers supportive services for homeless abused women and their children. Residents of the transitional housing facility have special needs that are not met during their tenancy in the emergency shelter

Residential Treatment Services will continue to provide medical treatment, counseling and supportive services for homeless and non-homeless substance abusers, the mentally ill and dually diagnosed persons at its facilities. The agency operates an emergency crisis center as well as group homes, and permanent supportive housing its clientele. Counseling services are also provided to Allied Churches at their facility and accepts referral from all local agencies. Residential Treatment Services has also operated a thrift store as a revenue source as well as a means to train some of its clients to develop marketable work habits.

Ralph Scott Lifeservices will continue to provide individualized community living and day services and supports for individuals with intellectual or other development disabilities. The

agency provides several options for both residential and day services. These include group living, independent apartments with supportive services, in home Community Alternative Program services, respite services, supported employment and day services.

The Alamance/Caswell Community Operations Center (ACCOC) part of Cardinal Behavior Health will continue to contract with local behavioral health providers to provide crisis, access/referral and supportive services to both homeless and non-homeless persons with needs related to mental health, substance abuse, and developmental disabilities. This agency serves as the lead agency for two multi-year Shelter Plus Care Projects funded through HUD's Continuum of Care Grants. The Center will also continue to provide crisis services and contract with local behavioral health providers to provide supportive services to the residents of Bellshire Apartments and the Hillendale Apartments and to contract with the EasterSeals/UPC to operate the facilities. These facilities are supported independent apartments for persons disabled by chronic mental illness. The units are affordable to persons who need housing with supportive services in settings less restrictive than care-type rest

## **Other Activities**

As part of the rehabilitation of their residences, the City of Burlington will modify dwellings for low and moderate-income persons with physical disabilities, the elderly and frail elderly. These modifications include installing handicapped shower units, bathtubs with grab bars, handicapped commodes, single lever faucets, adding banisters, constructing ramps, and other improvements to make the house accessible for the resident.

The City will also continue to issue expediently Certificates of Consistency with its Consolidated Plan to non-profits applying for funds to develop housing for persons with special needs and the elderly. Upon request, the City will provide technical assistance, information on potential grant opportunities and letters of support for other entities applying for funds to assist the special needs populations. If feasible, the City will provide financial assistance for eligible CDBG activities (i.e. infrastructure development/public facility improvements) of other agencies and non-profits to support the development of affordable housing for persons with special needs.

As part of outreach activities the City will work to encourage the participation of minority and female-owned or operated businesses and the employment of low and moderate-income area residents in HUD funded projects. Outreach activities include mailing information to solicit applications from contractors to work on housing rehabilitation projects. If needed to recruit contractors, the City will sponsor local training on the Lead-Based Paint Hazard Management Program for Renovation, Repair, and Painting certification to reduce lead-based paint hazards for contractors. The City as necessary will place an advertisement for contracting services in the local newspaper. In addition, the City will encourage local contractors to become state certified lead-based paint abatement supervisors. The City will also request contractors during pre-construction conferences to hire local residents as employees and use area suppliers on projects funded by the Community Development Program.

## **Coordination with Public Housing Activities**

Two public housing authorities, Burlington Housing Authority (BHA) and Graham Housing Authority (GHA), own and operate public housing units that are available to low and extremely low-income residents throughout the County.

Burlington Housing Authority and Graham Housing Authority consistently receive high Public Housing Management Assessment Program scores for the management and maintenance of its housing developments from HUD. HUD also ranks GHA as a high performer for its administration of the Section 8 housing choice voucher program.

### ***Housing Stock Improvements***

Overall the public housing stock of BHA and GHA are both structurally sound, only requiring rehabilitation due to age, wear, and use of the buildings.

Under its Capital Fund Program, an additional the education center in Crump Village Apartments to be completed in Fall 2013. Under a security and safety grant the installation of surveillance camera, deadbolt locks, and additional lighting will be completed in late spring of 2013. Burlington Homes is scheduled for a major rehabilitation in 2013.

During the coming year, GHA plans to repair and upgrade its public housing units under its Capital Fund Program. These improvements will include new security screen doors, security doors and deadbolt lock, replacement of kitchen cabinets, and various handicap conversions.

### ***Resident Initiatives (Burlington Housing Authority and Graham Housing Authority)***

Resident initiatives are an integral part of both housing authority's commitment to excellence. BHA's Resident Initiatives Programs are directed to counsel, support and train residents on security and crime prevention, drug prevention, management, leadership, and small business operations. Through these programs, residents become involved in resolving problems with drugs, vandalism, resident safety, etc. BHA also counsels and supports residents' pursuing education/career training opportunities and becoming homeowners or renters in the private housing market. Resident program include but are not limited to Resident Advisory Council, Family Self Sufficiency, Sunshine Program, Entrepreneurship training program, academic scholarships, tutoring, educational and cultural enrichment programs, and two neighborhood watch groups. Currently 34 youth are involved in Hoops for Hope, an academic and recreational program to teach social skills and provide academic assistance through existing tutorial programs. They will be actively involved for 2013. In addition, 42 parents will participate in Strengthening the Family Program, an offshoot of gang prevention efforts in 2013.

In additional to these programs, the Burlington Development Corporation, a non-profit affiliate of BHA operates two supportive housing projects for transitional housing and supportive services housing. BDC also operates a Resident Opportunity and Self-Sufficiency program.

GHA will continue to train and encourage members of its Resident Advisory Board to participate in developing and managing programs and policies for the residents. GHA will offer a variety of training workshops during the coming year. Upon the request of the Resident Advisory Board, one of its trained members may serve on the Graham Housing Authority Board of Commissioners. Training to serve on the Board of Commissioners will be an on-going activity. Other resident programs include but are limited to the Family Self-Sufficiency Program, Family Unification Program, tutoring opportunities, educational and cultural programs, after-school enrichment, and local recreation programs. GHA administers a countywide Section 8 housing choice voucher program and HOPWA voucher program.

GHA does give priority to the elderly and the disabled to receive any available housing vouchers to move into supportive housing units. As a rule, the housing authority does not place the elderly and disabled on their waiting list if vouchers are available.

The City will continue to maintain its partnerships with the BHA and GHA to effectively promote the self-sufficiency programs that are managed by both housing authorities. On an as needed basis the City will provide technical assistance for projects which includes but is not limited to data gathering and Certificates of Consistency.

The City also plans to continue to work with Weed and Seed committee which includes voting members from BHA and GHA in an effort to implement the strategies of the program operated by the City of Burlington's Weed and Seed initiative.

## **Removal of Barriers to Affordable Housing**

The City of Burlington has identified zoning regulations and the cost of development as major potential barriers to affordable housing. During program year 2013-14, the City plans to use the following methods to avoid or moderate any negative effects of these barriers.

- **Regulations:** The City's zoning ordinance, development and subdivision regulations provide sufficient land use and density categories to allow the development of various housing types. Burlington has sufficient land zoned in categories that will permit the building of affordable house. The City avoids requirements that could produce discriminatory patterns. Burlington adopted the International Building Code to ensure uniform standards for building construction, design, health and safety.
- **Cost of Development:** The City does not impose impact fees on development. Developers pay for infrastructure development, such as water and sewer line extensions and streets, for a subdivision. To encourage affordable housing development, when feasible and eligible for HUD funding, the City will consider sharing the cost for infrastructure development with a non-profit.

## **Other Actions**

### Affirmatively Furthering Fair Housing

In January 2011, the City completed an analysis of impediments to fair housing choice in its jurisdiction. This study serves as a guide for developing a plan to affirmatively further fair housing and to remedy conditions that may impede fair housing choice. The City's planned annual activities and efforts to remove barriers to affordable housing and to further fair housing choice are part of an ongoing process to integrate non-discrimination and fair housing choice for all individuals into all aspects of the City's community development program. During the program year, proposed activities are as follows:

The City identified two primary concerns that can have an impact on equal choice in housing in the Burlington area. The first is access to affordable homeownership, rental units, and prevention of predatory lending. The second impediment is the need for accelerated Fair Housing outreach with housing industry including developers, realtors, financial institutions, and insurers. Efforts to remedy these concerns within the upcoming year are listed below:

- Maintain partnerships and coordinate with realtors, public/private housing providers and housing counselors – the City will refer potential first-time homebuyers to certified housing counselors at Alamance County Community Services Agency and/or local mortgage lenders and to the Consumer Credit Counseling Service of Burlington.
- Conduct accelerated Fair Housing outreach with housing industry including developers, realtors, financial institutions, and insurers.
- The City will continue to distribute and display brochures on fair housing and fair housing laws at entities in the community. The City will also maintain an up-to-date website with fair housing information.
- The City will also work to complete more outreach in the Latino community and analyzing lending audits.

### Obstacles to Meeting Underserved Needs

The City's objectives, proposed activities and projects to be undertaken during the program year are intended to help overcome obstacles to meeting underserved needs to the extent possible with available resources. In the description of annual activities, the City proposes efforts to leverage private and other public funds to fill gaps to finance projects and to assist and coordinate efforts with agencies and non-profits to develop, finance and provide programs, services and housing for low and moderate-income people, the homeless and special needs populations.

### Foster and Maintain Affordable Housing

In the description of planned housing activities for the program year, the City discusses its suggested actions to foster and maintain affordable housing. The City proposes using part of its CDBG and its HOME Investment Partnerships (HOME) Program funds for housing projects, such as housing rehabilitation and the housing development project of its designated Community Housing Development Organization (CHDO).

#### Lead-Based Paint Hazard Reduction

All rehabilitation projects funded with either CDBG or HOME funding sources are carried out in compliance with HUD regulations on lead based paint hazards. These compliance standards require complete abatement of lead-based paint wherever CDBG or HOME funds are used for substantial rehabilitation. The Renovation, Repair, and Painting rule is followed by all approved City Contractors along with proper clearance testing.

#### Anti-Poverty Strategy

Through its established programs and policies, the City will strive to alleviate the impact of poverty and to reduce the number of households with incomes below the poverty level. The City will coordinate its efforts among public and private housing providers and health and human service agencies to ensure the objectives are met. Planned activities are as follows:

- Provision of adequate and affordable housing by maintaining and improving the available supply of housing.
- Neighborhood stabilization through infrastructure projects.
- Maintenance and expansion of special needs housing by working with housing providers and health and human service providers that target the homeless and non-homeless persons with special needs.

#### Institutional Structure and Coordination of Resources

The City works closely to develop and maintain a network with both private and public nonprofits in the community. Institutional structure will be strengthened by coordination of resources as follows:

- Continue to administer its housing programs with experienced community development program staff and use the technical expertise and resources of other City Departments.
- Participate in the federal HOME Program Consortium consisting of governments in two counties to maximize the funds available to provide affordable housing in the area.
- Continue to participate on the Alamance County Interagency Council on Homeless Assistance to maintain and strengthen the existing area continuum of care system for providing and coordinating housing and services for the area homeless and persons threatened with homeless.
- Assist the Alamance County Interagency Council for Homeless Assistance develop relationships/systems, such as the Balance of State Continuum of Care, to coordinate

activities statewide and especially, regionally with other entities in the Piedmont area of the state.

- Coordinate and integrate its efforts to deliver assistance for housing rehabilitation, construction and homeownership, and to leverage available funds with banks and other public and non-profit housing organizations, such as the public housing authorities, CHDO, and Habitat for Humanity.
- Assist agencies and non-profits, such as Habitat for Humanity, Alamance County Community Services Agency, the housing authorities, and various human service providers, to apply for private and public funds for housing projects by supplying information, letters of support and technical help as needed.
- Encourage continued communication, information exchange and referrals between the local governmental agencies and non-profits to provide supportive facilities and services, housing programs and coordinated efforts to "weed out" crime and initiate revival and improvement of low-income areas.
- Participate in the North Carolina Construction Training Partnership Program to provide job training in the construction industry and improve the stock of affordable housing for low-income area residents.

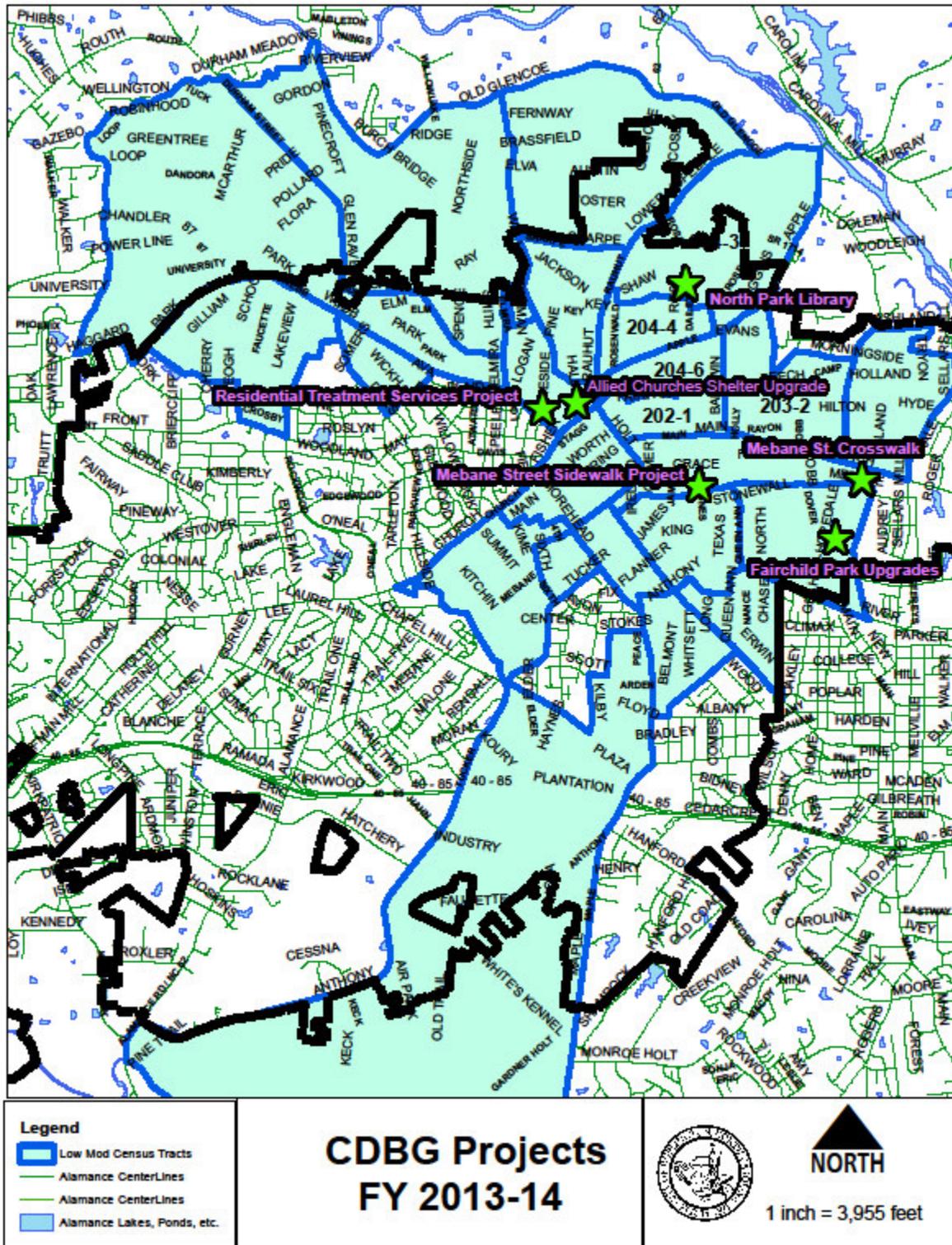
### Monitoring Standards and Procedures

The City of Burlington reviews activities to find out whether its programs are carried out according to its Consolidated Plan. City staff continually monitors the City's HUD-funded programs to ensure compliance with required regulations, statutes, procedures, standards, and affordability. For HUD funds granted to other public institutions or non-profits, the City annually obtains information on the number and categories of households served by these funds. The requirements reviewed during monitoring include, but are not limited to:

Acquisition and relocation  
Administrative requirements  
Americans with Disabilities Act  
Audits  
Davis Bacon Act/Federal Labor Standards  
Environmental Review  
Equal Opportunity/Civil Rights Laws  
Fair Housing  
Financial Management  
Housing Quality Standards  
Income eligibility of program participants  
Lead-based paint  
Record-keeping  
Section 3 provisions  
Section 504 accessibility

- Rehabilitation/Relocation Ongoing Process
  - (a) Maintain and update individual project files to document compliance with application regulations.
  - (b) Inspect job sites a minimum of twice a week and if necessary, daily during rehabilitation of unit.
- Public Facilities and Improvements: July - June
  - (a) Document compliance with federal regulation/requirements for infrastructure projects, Residential Treatment Service, and Allied Churches, during request for bids and hiring of contractors.
  - (b) Visit site periodically and inspect weekly payrolls to monitor contractor's compliance with Davis-Bacon Act/Federal Labor Standards during construction. Review payment requisitions.
  - (c) Document compliance with federal regulations for hiring contractors for repairs of Allied Churches, Residential Treatment Services, sidewalk and cross walks projects, and recreation projects.
- Construction Training Program Quarterly
  - (a) Inspect job sites routinely when trainees perform "hands on" residential rehabilitation and/or reconstruction work.
  - (b) Obtain and review quarterly financial reports on program from the North Carolina Home Builders Association.
- North Park Library May
  - (a) Visit site to verify acquisition of materials and operation of library.
- Community Housing Development Organization (CHDO):
  - (a) Ongoing Process - Review house plans, provide technical assistance, and routinely visit sites during construction of houses.
  - (b) Annual - Obtain copies of annual audit, document eligibility of homebuyers to participate in program, and review other applicable records.

Displayed below is a map which details CDBG projects for FY 13-14



## PART 3 – SUPPORTING DOCUMENTS

### Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within its jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless

the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature/Authorized Official

May 8, 2013  
Date

Mayor, City of Burlington  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2004, 2005 & 2006 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public Improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. 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 demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** --Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature/Authorized Official

5/8/13  
\_\_\_\_\_  
Date

Mayor, City of Burlington  
\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:**

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Burlington Planning and Community Development Department,  
425 South Lexington Avenue, Burlington, Alamance County, North Carolina 27216

Check  if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR Part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## **Appendices A through D**

### **Appendix A – Citizen Participation Plan**

#### **CITIZEN PARTICIPATION PLAN**

#### **COMMUNITY DEVELOPMENT PROGRAM**

The City of Burlington has developed a Citizen Participation Plan in accordance with the Department of Housing and Urban Development (HUD) Regulations (24 CFR Part 91.105) for Community Development programs funded under HUD's formula grant programs. This Plan is designed to further the City of Burlington's commitment to encourage the participation of citizens in the planning, execution and assessment of its Community Development programs and activities.

Further, the Plan sets forth procedures to assure citizen involvement. Citizens are involved in the development, implementation, monitoring, and evaluation of programs. The Plan also outlines provisions for the timely distribution of information to citizens about Community Development programs and activities.

This Plan shall be effective as of March 1, 2004 and shall remain in effect until all Community Development activities assisted under the Housing and Community Development Act of 1974, as amended, and the Cranston-Gonzalez National Affordable Housing Act, as amended, are completed, or until superseded by a new Plan. This Plan also supersedes any Plan that may be in effect currently.

#### **CITIZEN PARTICIPATION PROCESS**

The Burlington City Council and Planning and Community Development Department are responsible for assuring the Citizen Participation Plan is implemented and followed. Multiple opportunities are provided annually for citizens to suggest or comment on proposed and ongoing Community Development activities and to assess the performance of the Community Development Program. This narrative describes the actions or steps that the City of Burlington generally follows to encourage citizen participation.

##### **Public Hearings/Comment Periods**

During the development of the Consolidated/Action Plan, the City Council holds at least two public hearings. For each public hearing, the City places a public hearing notice, 10 to 14 days in advance, in the local newspaper. Staff also sends to public agencies and interested citizens a written request and notices to post to publicize the public hearing. These agencies and interested parties represent or work with low and moderate-income persons, including public housing and assisted housing residents, slum and blighted area residents, minorities, non-English speaking persons, and persons with disabilities/special needs.

A public hearing is held before City staff begins to work on the Consolidated/Action Plan to solicit citizen proposals and recommendations for future activities. The public hearing notice includes the expected amount of revenue (grant funds and program income), the type of activities that may be undertaken to benefit low and moderate-income persons and persons with special needs/disabilities. Public hearing notices also indicate that a minimum of 70 percent of program funds must be used for the benefit of eligible low and moderate-income persons. Following the first public hearing, City staff reviews the proposals made by the citizens, consults with other public agencies and individuals, and develops a preliminary Community Development Program. The City publishes a notice of a 30-day comment period and a summary of the proposed Consolidated/Action Plan in the local newspaper. This summary includes the revenue sources and proposed activities and funding levels and the availability of the Plan in the Planning and Community Development Department, City Municipal Building. Within

the notices and the Plan document, the City states that Community Development Program funds are used to minimize displacements. (See section on Displacements.)

Staff also sends information on the proposed Consolidated/Action Plan with notices to the public agencies and interested parties. During the 30-day comment period, the City presents the proposed annual program at a second public hearing to encourage and consider citizen comments. Based on the responses during the comment period and at the hearing, the recommended program may be modified. Staff responds to comments during public hearings or by written correspondence within 15 days when practicable. These responses explain the reasons for including or not including a suggested activity in the Plan.

The City summarizes and incorporates any citizen's comments or proposals made during the 30-day comment period and hearings and its disposition of these (reasons for including or not including) in the document submitted to HUD. After the public comment period concludes, staff completes the Consolidated/Action Plan for City Council to approve and authorize its submission.

At the end of each program year in the local newspaper, the City publishes a notice of a public hearing and 15-day comment period on its Consolidated Annual Performance and Evaluation Report (CAPER) and the availability of the document in the City Planning and Community Development Department. The public hearing is held at the conclusion of the comment period. A summary of any comments submitted by citizens and the City's disposition of these are forwarded to HUD with the performance report.

Each public hearing concerning a plan or funding application is held in accordance with City of Burlington policy and procedures. First, in a regular City Council meeting, the Council is asked to schedule a public hearing for a future Council meeting. City staff then advertises the hearing 10 to 14 days in advance in a local general subscription newspaper. These notices specify the date, time, and place of the hearing, topics to be considered, and when (including length of comment period) and where additional information is available. For public hearings on the proposed Consolidated/Action Plan and funding applications, the notice will indicate the planned activities, funding amount(s), where the documents are available for review, and the length of the review period. The published summary of the proposed Consolidated/Action Plan will also describe the contents and purpose of the plan. Review periods for performance reports are advertised with pertinent information.

#### Accessibility of Information

The City of Burlington conducts all aspects of citizen participation in an open manner with freedom of access for all interested persons or groups including residents of public and assisted housing developments, low and moderate-income citizens, minorities, non-English speaking persons, and persons with disabilities. Information pertinent to Community Development activities is circulated to the public and is also available upon either written or oral request from the Planning and Community Development Department, City Municipal Building. This information and all program records are made public subject to all applicable laws regarding confidentiality and personal privacy in the Community Development Office during normal office hours of the City. The City keeps on file for public review all records related to the Consolidated Plan and use of program funds for a minimum of five years.

Normal business and public hearings are conducted in public facilities, which are accessible to the handicapped. The City has removed architectural barriers and modified its Municipal Building to accommodate handicapped individuals. Also, the city has installed a telecommunications device (TDD) to provide access to the City programs and services for the hearing impaired individuals. By request, the City Human Resources department will arrange for assistance for the hearing impaired.

For non-English speaking residents, the City will arrange for the translation of basic information into the appropriate language. The City Human Resources Department has an inventory of available interpreters and will provide an interpreter's assistance on a one-to-one basis upon request.

## Program Amendments

The Citizen's Participation Process is applicable to substantial amendments as required in 24 CFR 91.105 of the Consolidated Submission for Community Planning and Development Programs Regulations. Substantial amendments are whenever the use of funds is changed from one eligible activity to another activity, not previously described in the action plan, or whenever changes in the purpose, scope, location or beneficiaries of an activity vary by more than 10 percent from the original plans.

Prior to amending the Consolidated/Action Plan, the City gives citizens notice and opportunity to comment for 30 days on any proposed substantial change and/or reuse of funds, not previously described in the Plan. The public notice indicates the specific criteria or reason for the amendment to the Plan. During the comment period, a public hearing is held in accordance with City policy and procedures. Citizens' comments are considered and, if appropriate, the proposed amendments to the Plan are modified. A letter describing the adopted amendments and any comments received along with the reasons some were rejected are transmitted to HUD.

## Displacements

The City of Burlington's policy is to minimize displacement of persons as a result of projects assisted with Community Development Block Grant and HOME Investment Partnerships funds. If a HUD assisted project results in displacement of persons, the City will replace all occupied and vacant habitable lower income housing demolished or converted to a use other than lower income housing. Replacement housing will be provided within three years after the commencement of the demolition or conversion. Prior to entering a contract to demolish or convert a housing unit, the City publishes a notice in the local newspaper in accordance with its "Residential Anti-Displacement and Relocation Assistance Plan". This plan requires the notice to include pertinent information on the type and level of assistance.

## Procedure for Complaints

The City of Burlington Planning and Community Development Department responds to all written and oral complaints, grievances or proposals. Responses are provided within 15 working days, unless there are unusual and extraordinary circumstances. In no case shall a proposal remain unanswered for a period longer than 30 working days.

## Technical Assistance

City staff members are responsible for providing technical assistance to organizations or interested citizens representing very low- and low-income persons and persons with special needs. Assistance includes, but is not limited to, providing support and advice in developing funding proposals for programs covered by the Consolidated Plan, explaining City policies and referring questions and concerns to appropriate City departments and other agencies.

## Citizen Participation Plan/Amendments

In the local newspaper, at least 15 days in advance, the City publishes a public hearing notice with a summary of the Citizen Participation Plan or any proposed amendments. Citizens may comment on the original Citizen Participation Plan and any proposed amendments for a minimum of 15 days prior to the public hearing. The City makes the Plan and any amendments available to the public in its Planning and Community Development Department. Before approving and adopting the Plan or any amendments, the City Council considers all citizen comments. Staff responds to any citizen comments in accordance with the procedure heretofore explained in this document.

Read, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to become effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Ronnie K. Wall, Mayor  
City of Burlington

Renee Ward  
City Clerk

**CONSOLIDATED PLAN  
ONE-YEAR ACTION PLAN  
CITIZEN PARTICIPATION SCHEDULE  
2013-2014**

September 28, 2012	RFP's to non-profits/agencies to propose projects for one-year plan.
November 9, 2012	Non-profits' funding proposals for housing and neighborhood improvement projects for inclusion in one-year action plans due.
January 15, 2013	City Council sets a date of public hearing for February 5, 2013 for citizens to comment on area housing and community development needs.
January 18, 2013	Send public hearing notice to newspaper.
January 19, 2013	Send public hearing notice to agencies, etc.
January 20, 2013	Advertise public hearing set for February 5, 2013 in newspaper.
February 5, 2013	City Council conducts a public hearing for citizens to comment on area housing and community development needs for CDBG & HOME Programs to address in FY 2013-14.
March 26, 2013	Send preliminary draft of HOME One-year Action Plans to Greensboro for HOME Consortium Action Plan.
March 29, 2013	Send comment period notice to newspaper.
March 31, 2013	Publish 30-day comment period notice in newspaper.
April 1- 30, 2013	Hold 30-day comment period.
April 2, 2013	City Council sets a date of public hearing for April 16, 2013 for citizens to comment on proposed One-Year Action Plan(s) for CDBG & HOME Programs.
April 4, 2013	Send public hearing notice to newspaper.

April 5, 2013	Send comment period/public hearing notices with summary of plan(s) to agencies/interested citizens.
April 6, 2013	Publish public hearing notice in newspaper.
April 9, 2013	Send public HOME County Program One-Year Action Plan information to Alamance County
April 16, 2013	Hold public hearing for citizens to comment on Proposed One-Year Action Plan(s).
May 1, 2013	City Council approves submission of One-Year Action Plans for CDBG and HOME Programs.
May 7, 2013	Alamance County Board of Commissioners approves submission of County's One-Year Action Plan for HOME Program.
May 15, 2013	Submission Deadline for Action Plan to HUD. (Note: Only submit CDBG Action Plan to HUD; City of Greensboro submits HOME Program Plan to HUD).

**Appendix B- Tables 3A, 3B, and 3C**

**Table 3A Summary of Specific Annual Objectives**

**Grantee Name: City of Burlington**

<b>Availability/Accessibility of Decent Housing (DH-1)</b>							
<b>Specific Objective</b>	<b>Source of Funds</b>	<b>Year</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Actual Number</b>	<b>Percent Completed</b>	
<b>DH 1.1</b> Provide affordable decent housing by offering rehabilitation assistance to elderly and low and moderate-income homeowners	CDBG HOME	2010	Number of units rehabilitated. Number of units occupied by elderly. Number brought to standard. Number made accessible. Number made lead safe.	10	11	110%	
		2011		10	10	100%	
		2012		10	10	100%	
		2013		10		%	
		2014		10	21	%	
		<b>MULTI-YEAR GOAL</b>			50		%
<b>DH 1.2</b> Provide temporary relocation assistance to persons receiving assistance through the homeowner rehabilitation program.	CDBG HOME	2010	Number of persons who receive relocation assistance.	5	5	100%	
		2011		5	8	160%	
		2012		5		%	
		2013		5		%	
		2014		5		%	
		<b>MULTI-YEAR GOAL</b>			25	10	%
<b>Affordability of Decent Housing (DH-2)</b>							
<b>DH 2.1</b> Address the need for affordable decent housing by contributing development funds to Community Housing Development Organization to develop housing for low and moderate-income households.	HOME	2010	Number of first time homebuyers	1	0	0%	
		2011		1	1	100%	
		2012		1	1	100%	
		2013		1		%	
		2014		1		%	
		<b>MULTI-YEAR GOAL</b>			5	2	%
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL 1.1</b> Improve or develop public infrastructure to revitalize low and moderate-income areas.  (Goal: One project per year – Number of beneficiaries will vary depending upon area.)	CDBG	2010	Number of persons with new access to facility or infrastructure. Number of persons with improved access to facility or infrastructure. Number served by public facility or infrastructure that is no longer substandard.	1	1	100%	
		2011		1	1	100%	
		2012		1	2	200%	
		2013		1		%	
		2014		1		%	
		<b>MULTI-YEAR GOAL</b>					

			<b>MULTI-YEAR GOAL</b>	5	2	%
SL 1.2	Enhance access to local public facilities and services that deliver recreational and human services to HUD target populations.  (Goal: One project per year – Number of beneficiaries will vary depending upon area.)	CDBG	2010 Number of person with improved access to service 2011 2012 Number receive service or benefit that is no longer substandard. 2013 2014 <b>MULTI-YEAR GOAL</b>	1 1 1 1 1 5	1 2 5  8	100% 200% 400% % % %
SL 1.3	Upgrade the quality of public facilities with persons with special needs.  (Goal: One project per year – Number of beneficiaries will vary depending upon area.)	CDBG	2010 Number of persons with improved access to service. 2011 2012 2013 Number of persons that receive service or benefit that is no longer substandard 2014 <b>MULTI-YEAR GOAL</b>	1 1 1 1 1 5	1 2 2  5	100% 200% 200% % % %
SL 1.4	Enhance access to services provided at North Park Library located in a local public facility.	CDBG	2010 Number of persons with improved access to service. 2011 2012 2013 Number of persons that receive service or benefit that is no longer substandard. 2014  <b>MULTI-YEAR GOAL</b>	4,500 4,500 4,500 4,500 4,500 22,500	4,298 4,309   8,607	95% 98% % % % %

Availability/Accessibility of Economic Opportunity (EO-1)							
	Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO 1.1	Stimulate employment opportunities for low and moderate income individuals by partnering with state agencies to	CDBG	2010 2011 2012 2013 2014	Number of person assisted. Number of persons with improved access to service	12 12 12 12 12	13 16 16	110% 133% 133% % %

	provide job training programs.		<b>MULTI-YEAR GOAL</b>	60	45	%	
<b>EO 1.2</b>	Effective partnerships with local public housing authorities to support self-sufficiency programs for low-income persons.	N/A	2010	Number of persons participating in self-sufficiency programs.	5	5	100%
			2011		5	5	100%
			2012		5	5	100%
			2013		5		%
			2014		5		%
			<b>MULTI-YEAR GOAL</b>		25		%

**Table 3B**  
**ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

Grantee Name: City of Burlington Program Year: FY 2012-13	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	10 (this number is included as part of the rehabilitation of existing units)	10	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>	10 units		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	10 units	10	X	X		
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	10 units		X	X	<input type="checkbox"/>	<input type="checkbox"/>

\* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

**Table 3B**  
**ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

<b>Total Overall Housing Goal</b>	10 units		X	X	<input type="checkbox"/>	<input type="checkbox"/>
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\* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Burlington, North Carolina

**Priority Need:** Improvement and access to local public facilities and services that contribute to neighborhood development.

**Project:** Fairchild Park Upgrades

**Activity:** Upgrade to Fairchild Park Community Center

**Description:** The plans to install a shade structure on the preschool aged playground equipment for the exploration station. The second project will be to install a permanent generator for the Fairchild Park Community Center. The area currently has no shade and this will benefit the children in the area.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:**  
827 Graham Hopedale Rd. Burlington, NC 27215

Specific Objective Number SL 1.2	Project ID 1
HUD Matrix Code 03F	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208 (a) 1-LMA
Start Date (7/1/2013)	Completion Date (06/30/2014)
Performance Indicator Number of person with improved access to facility (park).	Annual Units 1 public facility
Local ID	Units Upon Completion 1 public facility

**Funding Sources:**

CDBG	10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	10,000

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington, North Carolina.....

**Priority Need:** Access to local public facilities and services that contribute to neighborhood development.

**Project:** Allied Churches Upgrade

**Activity:** Perform two upgrade projects at Allied Churches

**Description:** Plans are to provide funds to assist Allied Churches to repair foundation cracks and to complete a new three part paving project for the facility.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** 206 N. Fisher St.

Specific Objective Number SL 1.3	Project ID 2
HUD Matrix Code 03C	CDBG Citation 570.201 (c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2) - LMC
Start Date (07/1/2013)	Completion Date (06/30/2014)
Performance Indicator Number of person with improved access to service. Number of person that receive service or benefit that is no longer substandard.	Annual Units 1 public facility
Local ID	Units Upon Completion 1 public facility

**Funding Sources:**

CDBG	56,321
ESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	56,321

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington, North Carolina

**Priority Need:** Access to local public facilities and services that contribute to neighborhood development.

**Project:** Residential Treatment Services Hall Ave. Upgrade

**Activity:** Residential Treatment Services Hall Ave. Facility Upgrade

**Description:** Plans are to provide funds to assist Residential Treatment Services to upgrade its Hall Ave. facility. The upgrade will be to install a new roof on facility due to the age.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** 136 Hall Ave. Burlington, NC 27217

Specific Objective Number SL 1.3	Project ID 3
HUD Matrix Code 03C	CDBG Citation 570.201 (c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2) - LMC
Start Date (07/1/2013)	Completion Date (06/30/2014)
Performance Indicator Number of person with improved access to service. Number of person that receive service or benefit that is no longer substandard.	Annual Units 1 public facility
Local ID	Units Upon Completion 1 public facility

**Funding Sources:**

CDBG	14,350
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	14,350

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington, North Carolina

**Priority Need:** Decent, affordable housing

**Project:** Housing Rehabilitation

**Activity:** Housing Rehabilitation

**Description:** The City will provide housing rehabilitation assistance from various funding sources for eligible property owners residing in single family houses at scattered sites. Activities will include required lead-based paint hazard reduction procedures and when necessary, temporary relocation of program participants during the rehabilitation of their homes. Project delivery costs will be funded as part of this activity.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:**

City-wide

Specific Objective Number 1.1 1.2	Project ID 4
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective 570.208(a)(3) LMH
Start Date (07/1/2013)	Completion Date (06/30/2014)
Performance Indicator Number of units rehabilitated Number occupied by elderly Number brought to standard Number made accessible Number made lead-safe	Annual Units 10
Local ID	Units Upon Completion 10

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding-Revolving	100,000
Loan Funds	.....
Total	100,000
	.....

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington, North Carolina

**Priority Need:** Planning and Administration

**Project:** Administration

**Activity:** Administration

**Description:** Payment of program administrative expenses, such as salaries and benefits for program staff, costs incurred for consultants to conduct CD activities or planning, and payment of other eligible administrative expenses.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** N/A

Specific Objective Number N/A	Project ID 5
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (07/01/2013)	Completion Date (06/30/2014)
Performance Indicator N/A	Annual Units N/A
Local ID	Units Upon Completion N/A

**Funding Sources:**

CDBG	62,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	62,000

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington, North Carolina

**Priority Need:** Job Training and Development

**Project:** Construction Training Program

**Activity:** Construction Training Program

**Description:** Invest in program to provide job training in the construction industry and housing assistance for low-income area residents. The class participates in hands on construction skills through the City's housing rehabilitation program. NC Home Builders Association will conduct job-training courses with financial assistance from the City. NC Housing Finance Agency will provide funds to the City to rehabilitate eligible affordable housing for low-income households.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** City-wide

Specific Objective Number EO 1.1	Project ID 6
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective 570.208(a)(3) LMH
Start Date (7/1/2013)	Completion Date (6/30/2014)
Performance Indicator Number of persons assisted Number with improved access to service	Annual Units 10
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	65,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>65,000</b>

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington

**Priority Need:** Improvement of public infrastructure to revitalize neighborhoods

**Project:** Sidewalk Projects-Mebane St.

**Activity:** Install sidewalks along a portion Mebane St.

**Description:** The City plans to construct a 3,500 ft. segment of sidewalk along Mebane Street (south side) from James St. to Beaumont St. This project will tie into existing sidewalk at each end and will extend sidewalk on the south side for a span from Webb to Graham-Hopedale. This project will benefit residents who live in East Burlington by providing a safe sidewalk connection.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** 800-1300 Block N. Mebane St.

Specific Objective Number SL 1.1	Project ID 7
HUD Matrix Code 03J	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208 (a) 1-LMA
Start Date (7/1/2013)	Completion Date (6/30/2014)
Performance Indicator Number of persons with new access to facility or infrastructure. Number of person with improved access to facility or infrastructure. Number of persons served by public facility or infrastructure that	Annual Units 1 public infrastructure or public facility project.
Local ID	Units Upon Completion-1 public infrastructure project

**Funding Sources:**

CDBG	170,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	170,000

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington, North Carolina

**Priority Need:** Access to local public facilities and services that contribute to neighborhood development.

**Project:** Mebane St. Crosswalk Project

**Activity:** Install cross walk at intersection of S. Graham Hopedale and Mebane St.

**Description:** Plans are to install a crosswalk at the intersection of S. Graham Hopedale and Mebane St. This area is located in East Burlington and the city has received several requests for a crosswalk at the intersection. This area connects two major Burlington roadways together and is also the location of the East Burlington Wal-Mart. This project will allow a safe intersection for those residents using S. Graham Hopedale or Mebane St. to access Wal-Mart.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** 200 Block S. Graham Hopedale Rd.

Specific Objective Number SL 1.3	Project ID 8
HUD Matrix Code 03C	CDBG Citation 570.201 (c)
Type of Recipient Local Government	CDBG National Objective 570.208 (a) 1-LMA
Start Date (07/1/2013)	Completion Date (06/30/2014)
Number of persons with new access to facility or infrastructure. Number of person with improved access to facility or infrastructure. Number of persons served by public facility or infrastructure that	Annual Units 1 public facility
Local ID	Units Upon Completion 1 public facility

<b>Funding Sources:</b>	.....
CDBG	33,300
ESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	33,300

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Burlington

**Priority Need:** North Park Library

**Project:** Access to local public facilities and services that contribute to neighborhood development.

**Activity:** North Park Library Funding (Public Facility)

**Description:** Plan are to provide funds to purchase books, periodicals, and supplies and for financial assistance for the library located in the Mayco Bigelow Community Center at North Park, a City-owned park in a low and moderate-income area.

**Objective category:**  Suitable Living Environment       Decent Housing       Economic Opportunity  
**Outcome category:**  Availability/Accessibility       Affordability       Sustainability

**Location/Target Area:** 849 Sharpe Road, Burlington, NC 27217

Specific Objective Number SL 1.2	Project ID 9
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Local Government	CDBG National Objective 570.208 (a) 1
Start Date (7/1/2013)	Completion Date (6/30/2014)
Performance Indicator Number of persons with improved access to service	Annual Units 4,500
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	26,237
ESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	26,237
	.....

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

## Appendix C – Summary of Citizen Comments

October 1, 2012, the City sent to non-profits and other governmental entities a request for funding proposals for fiscal year 2013-14.

One local governmental entity and two local non-profits submitted project proposals for 2013-14 Community Development Block Grant (CDBG) funds. Alamance County Public Libraries Director requested for the City for continued Community Development Block Grant (CDBG) assistance for the North Park Library. Residential Treatment Services requested funding for the install of a new roof its Hall Ave. Facility. Allied Churches requested funding for the building structural repairs and new paving of existing parking lot. Alamance County Community Services Agency requested HOME Investment Partnerships (HOME) set-aside funds for Community Housing Development Organizations (CHDO) for project.

The City notified Alamance County Community Services Agency that their proposal requesting HOME Program Community Development Organization (CHDO) funds was acceptable. Staff responded in writing to the non-profits that the City would consider their request as it developed the community development program budget in Spring 2013.

January 20, 2013, in the local daily newspaper, Burlington Times-News, the City of Burlington published a notice that the Burlington City Council planned to hold a public hearing on February 5, 2013 to receive public comments on the area affordable and supportive housing, homeless, and low and moderate-income neighborhood and community revitalization needs. To encourage citizen input, the City sent information and notices of the public hearing to other local governments and the public agencies, organizations and interested parties representing or working with low and moderate-income persons, including public housing and assisted housing residents, slum and blighted area residents, minorities, non-English speaking persons, the homeless, and persons with special needs of its plans for area meetings.

February 5, 2013, the City Council held the advertised public hearing in the Council Chambers of the Municipal Building. At this public hearing, representatives from several agencies and public groups spoke in support of or requesting a project's support.

Kep Paylor, North Carolina Home Builders Association (NCHBA) asked the City to continue to participate in the State Construction Training Program. He notified the City the NCHBA had received notification they would receive the matching funds from the North Carolina Housing Finance Agency.

Wendy Covington, Interim Executive Director of Alamance County Community Services Agency (ACCSA) asked the City to continue its partnership for the Apple Tree Subdivision. ACCSA continues counseling, the partnership with NCHFA, homebuyer education, and credit improvement programs.

MJ Goodrum, Director of Alamance County Libraries requested the Council's continued support for the North Park Library. She informed the Council that over 4,000 items circulated through the North Park Library since July 2012.

Ron Osborne, Executive Director of Residential Treatment Services requested the Council to support the new roof at Hall Ave. Facility. He indicated the roof was from the 1970s and is in desperate need of repair. He thanked the Council for their past support of various projects at RTS.

March 31, 2013, the City published in the daily newspaper, Burlington Times News, a summary of the content of the Consolidated Plan. This summary stated that copies of the proposed Plan would be available for public review for 30-days from April 1-30, 2013 in the City Planning and Community Development Department in the Burlington Municipal Building. Meanwhile, staff also notified other local governments, public agencies, organizations, and interested parties of the planned public comment period and public hearing. Included with the notification was a notice to post to encourage public participation in the planning process.

April 10, 2013, the City published in the daily newspaper, Burlington Times News, a advertisement stating April 16, 2013 as the date of public hearing for the City Council to receive citizen comments.

April 16, 2013, the City Council held a public hearing on the proposed FY 13-14 Action Plan. During the public hearing, representatives from three organizations spoke.

The Director of Alamance County Library asked for continued support of funding for the North Park Library. She emphasized the importance of the funding to the purchase of materials for the library. She was glad to hopefully receive a potential increase due to the continued cuts in her materials budgets.

The Executive Director of Allied Churches asked for continued support of the Council to Allied Churches. She emphasized Allied Churches being a asset to the community with a focus on housing, food, and supportive services. The organization maintain a commitment to respect the dignity of the those persons its serves.

The North Carolina Home Builders Association (NCHBA) asked the City for continued financing of the Construction Training Program. The North Carolina Housing Finance Agency is on board for another year and the NCHBA would like the City's support to continue the program.

The City did not receive any comments during the comment period on the proposed plan.

## Appendix D – Public Notices

**NOTICE  
PUBLIC HEARING  
CITY OF BURLINGTON  
COMMUNITY DEVELOPMENT PROGRAM**

The City of Burlington will conduct a public hearing to receive public input on how to spend the federal funds for activities addressing the following types of area needs:

- Affordable Housing
- Homeless Prevention
- People with Special Needs
- Neighborhood Revitalization

Proposed activities must primarily benefit persons with low and moderate-incomes. The City's policy is not to consider proposals to fund administrative/operational expenses of private entities.

All citizens are encouraged to attend the following public hearing:

**Tuesday, February 5, 2013  
7:00 p.m.  
City Council Chamber  
City Municipal Building  
425 South Lexington Avenue**

The City of Burlington will provide reasonable accommodations, auxiliary aids and services for any qualified disabled person interested in attending the public hearing. To request the above, you may call Rachael Hawley at (336) 222-5076 (Voice) or (336) 229-3107 (TDD) seven days before the date of the public hearing.

Comments may be mailed to the Burlington Planning and Community Development Department, P. O. Box 1358, Burlington, NC 27216-1358.

**Renee Ward  
City Clerk  
City of Burlington**



**CITY OF BURLINGTON  
COMMENT PERIOD NOTICE  
COMMUNITY DEVELOPMENT PROGRAM  
2013-2014 PROPOSED ONE-YEAR ACTION PLAN**

The City of Burlington annually receives funds for two federal programs, the Community Development Block Grant Program and the HOME Investment Partnerships (HOME) Program. Burlington also administers the HOME Program funds received by Alamance County. The City has prepared a DRAFT of the 2013-14 One-year Action Plan of its Community Development Program Consolidated Plan proposing the use of these program funds. Estimated federal, state and local funds for these programs and proposed activities and expenditures are as follows:

**Community Development Block Grant (CDBG) Program  
Based on 5% reduction**

**Estimated Revenue:**

Estimated CDBG Funds	\$437,208
Revolving Loan Funds	<u>100,000</u>
Total	\$537,208

**Proposed Expenditures:**

Mebane St. Sidewalk Project	170,000
Housing Rehabilitation (Loan Funds)	100,000
Construction Training Program	65,000
Fairchild Park Upgrades	44,537
Allied Churches Upgrades	56,321
Mebane St. Crosswalk	33,300
North Park Library	26,237
Residential Treatment Services-Hall Ave. Facility	14,350
Administration	<u>62,000</u>
Total	\$537,208

**City of Burlington HOME Program  
Based on 10% reduction**

**Estimated Revenue:**

HOME Program Funds	\$172,632
Program Income	25,000
Construction Training Program (CTP) Funds	<u>65,000</u>
Total	\$262,632

**Proposed Expenditures:**

Owner-Occupied Housing Rehabilitation	\$159,170
CTP Housing Activities	65,000
CHDO Project Assistance	26,834
Administration	<u>11,628</u>
Total	\$262,632

## Alamance County HOME Program

### **Projected Revenue:**

HOME Program Funds	\$88,396
Program Income	5,000
Local Funds	<u>17,175</u>
Total	\$110,571

### **Proposed Expenditures:**

Homeowner Housing Rehabilitation	\$90,877
CHDO Set-Aside	13,740
Administration	<u>5,954</u>
Total	\$110,571

The City of Burlington and Alamance County are members of a consortium of local governments receiving federal HOME Program funds. Consortium members are the Cities of Greensboro and Burlington, and Counties of Guilford and Alamance. Comments on planned uses of HOME funds may be submitted to the City of Burlington or to the City of Greensboro as Lead Entity of the Consortium.

Citizens and interested parties are encouraged to examine and submit written comments on the proposed Consolidated Plan. Copies of the Plan are available for public review for 30 days from April 1 to April 30, 2013 in the Burlington Planning and Community Development Department, 425 South Lexington Avenue, Burlington, North Carolina from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Amy Nelson  
Planning Director  
City of Burlington

**NOTICE  
PUBLIC HEARING  
CITY OF BURLINGTON  
COMMUNITY DEVELOPMENT PROGRAM**

The Burlington City Council will hold a public hearing for citizens to comment on the proposed 2013-2014 Action Plan for the Community Development Program as follows:

**DATE:** Tuesday, April 16, 2013

**TIME:** 7:00 p.m.

**PLACE:** City Council Chamber  
City of Burlington Municipal Building  
425 South Lexington Avenue  
Burlington, NC

This Action Plan describes the area needs for affordable and supportive housing and neighborhood revitalization. Copies of the draft Plan will be available for public review and comment for 30 days, April 1-30, 2013, Monday through Friday, in the City Planning and Community Development Department, 425 South Lexington Avenue, Burlington, NC.

Each year, the City of Burlington receives funds for two federal programs, the Community Development Block Grant (CDBG) Program and the HOME Investment Partnership (HOME) Program. Burlington will also administer HOME Program funds received by Alamance County. The City has prepared the One-Year Action Plan proposing the use of these funds during the fiscal year 2013-14.



**Note:**

The City of Burlington will provide reasonable accommodations, auxiliary aids and services for any qualified disabled person interested in attending the meeting. To request the above, please call the Rachel Hawley, Public Information Officer at (336) 222-5076 no later than seven days prior to the date of the public hearing.

Publication Date: April 10, 2013