



**Orange County  
Board of Commissioners**

**Agenda**

**Business Meeting**

December 12, 2023

7:00 p.m.

Southern Human Services Center

2501 Homestead Road

Chapel Hill, NC 27514

**Note:** Background Material  
on all abstracts  
available in the  
Clerk's Office

**Compliance with the "Americans with Disabilities Act"** - Interpreter services and/or special sound equipment are available on request. Call the County Clerk's Office at (919) 245-2130. If you are disabled and need assistance with reasonable accommodations, contact the ADA Coordinator in the County Manager's Office at (919) 245-2300 or TDD# 919-644-3045.

**1. Additions or Changes to the Agenda**

**PUBLIC CHARGE**

*The Board of Commissioners pledges its respect to all present. The Board asks those attending this meeting to conduct themselves in a respectful, courteous manner toward each other, county staff and the commissioners. At any time should a member of the Board or the public fail to observe this charge, the Chair will take steps to restore order and decorum. Should it become impossible to restore order and continue the meeting, the Chair will recess the meeting until such time that a genuine commitment to this public charge is observed. The BOCC asks that all electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate. Please be kind to everyone.*

**2. Public Comments (Limited to One Hour)**

(We would appreciate you signing the pad ahead of time so that you are not overlooked.)

- a. Matters not on the Printed Agenda (Limited to One Hour – THREE MINUTE LIMIT PER SPEAKER – Written comments may be submitted to the Clerk to the Board.)

*Petitions/Resolutions/Proclamations and other similar requests submitted by the public will not be acted upon by the Board of Commissioners at the time presented. All such requests will be referred for Chair/Vice Chair/Manager review and for recommendations to the full Board at a later date regarding a) consideration of the request at a future Board meeting; or b) receipt of the request as information only. Submittal of information to the Board or receipt of information by the Board does not constitute approval, endorsement, or consent.*

- b. Matters on the Printed Agenda

(These matters will be considered when the Board addresses that item on the agenda below.)

**3. Announcements, Petitions and Comments by Board Members (Three Minute Limit Per Commissioner)**

**4. Proclamations/ Resolutions/ Special Presentations**

**5. Public Hearings**



## **6. Regular Agenda**

- a. Opioid Advisory Committee Settlement Use Recommendations and Approval of Budget Amendment #4-B
- b. Community Climate Action Grant (CCAG) – FY 2023-24 Project Selection for General Applicants and Schools
- c. BOCC Boards and Commissions Assignments

## **7. Reports**

- a. Discussion on School and County Capital Planning and Financing Scenarios

## **8. Consent Agenda**

- Removal of Any Items from Consent Agenda
  - Approval of Remaining Consent Agenda
  - Discussion and Approval of the Items Removed from the Consent Agenda
- a. Minutes – NONE
  - b. Property Tax Release/Refund
  - c. Late Application for Property Tax Exemption/Exclusion
  - d. Fiscal Year 2023-24 Budget Amendment #4
  - e. North Carolina Governor’s Highway Safety Program: Orange County Sheriff’s Office Police Traffic Services and Approval of Budget Amendment #4-A
  - f. Approval of Participation in Conservation Easement – Terry Road Farm, LLC
  - g. Amendments to the Orange County Staff Working Group (SWG) By-Laws and Operating Procedures
  - h. Approval of the Orange County Transportation Services Public Involvement Plan
  - i. Computer Surplus Declaration and Donation to Triangle Ecycling
  - j. Request for Road Additions to the State Maintained Secondary Road System for Red Maple Lane and Eno Ridge Drive in the Cates Landing Subdivision
  - k. Construction Contract with HGS, LLC T/A RES Environmental Operating Company, LLC for the Gravelly Hill Middle School (GHMS) Stormwater Wetland Retrofit Project

## **9. County Manager’s Report**

## **10. County Attorney’s Report**

## **11. \*Appointments**

## **12. Information Items**

- December 4, 2023 BOCC Meeting Follow-up Actions List
- Memorandum Regarding Other Post-Employment Benefits Cash Flow

## **13. Closed Session**

## **14. Adjournment**

*Note: Access the agenda through the County’s web site, [www.orangecountync.gov](http://www.orangecountync.gov)*

**\*Subject to Being Moved to Earlier in the Meeting if Necessary**



Orange County Board of Commissioners' meetings and work sessions are available via live streaming video at [orangecountync.gov/967/Meeting-Videos](http://orangecountync.gov/967/Meeting-Videos) and Orange County Gov-TV on channels 1301 or 97.6 (Spectrum Cable).

ORD-2023-045

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No.** 6-a

**SUBJECT:** Opioid Advisory Committee Settlement Use Recommendations and Approval of Budget Amendment #4-B

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**DEPARTMENT:** County Commissioners

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**ATTACHMENT(S):**

Reintegration Support Network Proposal  
OC-EMS PORT Proposal  
Grow Your World Proposal  
Transition Support Network Proposal  
Harm Reduction Coordinator Proposal  
PowerPoint Presentation  
MOA Spending Authorization Resolution  
Year to Date Budget Summary

**INFORMATION CONTACT:**

Quintana Stewart, Orange County  
Health Director, 919-245-2412

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**PURPOSE:** To:

- 1) receive an update on the Opioid Advisory Committee and recommendations from the Committee regarding the use of Opioid Settlement Funds that support Option A of the Memorandum of Agreement (MOA) on the Allocation and Use of Opioid Settlement Funds in North Carolina;
- 2) approve the attached resolution regarding the expenditure of Opioid Settlement Funds; and
- 3) approve Budget Amendment #4-B.

**BACKGROUND:** In July 2021, a bipartisan coalition of state attorneys general announced the National Opioid Settlement – a historic \$26 billion agreement that will help bring desperately needed help to communities harmed by the opioid epidemic. The State of North Carolina and all 100 counties, including Orange County, joined the agreement. Orange County is expected to receive \$6,799,780 over an 18-year period.

In September 2022, the BOCC approved the appointment of the Orange County Opioid Advisory Committee with the following charge:

- Discuss opioid-related health concerns and issues impacting the residents of Orange County;
- Advise the Board of Commissioners on options to expend funds to prevent opioid abuse and remedy opioid impacts;
- Plan and host an annual meeting open to the public to receive input on proposed uses of the settlement funds and to encourage collaboration between local governments.

The Board also voted on Option A for the use of the settlement funds per the NC Memorandum of Agreement Opioid Settlement.

In January 2023, Orange County received an additional payment of \$44, 629 from the National Opioid Abatement Trust II (NOAT II). NOAT II is separate and distinct from the National Distributors/Janssen settlements. As of August 2, 2023, Orange County has received six (6) deposits for the Opioid Special Revenue Account in the amount of \$1,337,170.67. The total allocation for Fiscal Year 2023-24 is \$435,750.00. Fiscal Year 2024-25 allocations (Year 2 of Lantern Project, Freedom House and NC FIT) equal \$374,902. A total of \$526,518.67 remains for new opioid mitigation strategies.

The Opioid Advisory Committee met on August 14, 2023, and September 11, 2023, and received and discussed a total of five proposals for use of Opioid Settlement Funds in Orange County. New funding requests include:

**Reintegration Support Network (RSN)**

- ▶ \$265,316 for a 2-Year Period (\$132,658.00/year)

**OC-EMS Post-Overdose Response Team (PORT)**

- ▶ Option 1- \$1,060,132.75 (3-Year Period)
- ▶ Option 2 - \$846,047.13 (3-Year Period)
- ▶ Option 3 - \$582,378.50 (3-Year Period)

**Grow Your World**

- ▶ \$186,770.64 (Year 1); \$192,170.64 (Year 2)
- ▶ \$378,941.28 for a 2-Year Period

**Transition Support & Recovery**

- ▶ \$165,170 (Year 1); \$165,630 (Year 2)

**Harm Reduction Coordinator**

- ▶ \$108,025/year for a 2-Year Period

The Opioid Advisory Committee created a Funding Subcommittee to review each proposal in detail using the following criteria:

- Must address one of the 12 mitigation strategies listed in Option A of the Settlement MOA
  - ▶ 1. Collaborative strategic planning
  - ▶ 2. Evidence-based addiction treatment
  - ▶ 3. Recovery support services
  - ▶ 4. Recovery housing support
  - ▶ 5. Employment-related services
  - ▶ 6. Early intervention
  - ▶ 7. Naloxone distribution
  - ▶ 8. Post-overdose response team
  - ▶ 9. Syringe Service Program
  - ▶ 10. Criminal justice diversion programs
  - ▶ 11. Addiction treatment for incarcerated persons
  - ▶ 12. Reentry programs
- Program serves Orange County residents; population served
- Government entity, 501c3, Non-profit Community Partner
- Equity Impact
- Evidence-Based Practices
- Project Need (Orange County Data Supported)
- Experience & Organizational Capacity
- Budget & Budget Narrative

The Advisory Committee recommends the following use of Opioid Settlement Funds:

**Reintegration Support Network (RSN)**

- ▶ \$20,000.00 – 1 Year

**OC-EMS Post-Overdose Response Team (PORT)**

- ▶ Option 2 - \$846,047.13 (3-Year Period)
- ▶ \$244,020.00 /1<sup>st</sup> year

**Grow Your World**

- ▶ \$20,000.00 – 1 Year

**Transition Support & Recovery**

- ▶ \$20,000.00 – 1 Year

**Harm Reduction Coordinator**

- ▶ \$108,025/year for a 2-Year Period

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$412,045.

**FINANCIAL IMPACT:** Budget Amendment #4-B recognizes \$455,617 in new revenue for the Opioid Settlement Fund and authorizes projects for each of the named and authorized strategies. It also creates four (4) new time limited positions – three (3) Emergency Medical Services (EMS) Post-Overdose Response Team Members through December 31, 2026, and one new Harm Reduction Coordinator in the Health Department through December 31, 2025.

***Opioid Settlement Fund (\$64,200) - Fund #27***

Revenues for this project:

	Current FY 2023-24	FY 2023-24 Amendment	FY 2023-24 Revised
Opioid Settlement Funds	\$881,554	\$455,617	\$1,337,171
<b>Total Project Funding</b>	<b>\$881,554</b>	<b>\$455,617</b>	<b>\$1,337,171</b>

Appropriated for this project:

	Current FY 2023-24	FY 2023-24 Amendment	FY 2023-24 Revised
Evidence-based Addiction Treatment (Lantern Project)	\$164,862	\$173,105	\$337,967
Recovery Support Services (Freedom House)	\$122,188	\$128,297	\$250,485
Reentry Program (NC FIT)	\$70,000	\$73,500	\$143,500
Naloxone Distribution	\$14,500	\$0	\$14,500
Student Health Action Coalition (SHAC) Syringe Service Program	\$64,200	\$0	\$64,200
Reintegration Support Network (RSN)	\$0	\$20,000	\$20,000
Post-Overdose Response Team (PORT)	\$0	\$244,020	\$244,020
Grow Your World	\$0	\$20,000	\$20,000
Transition Support & Recovery	\$0	\$20,000	\$20,000
Harm Reduction Coordinator	\$0	\$108,025	\$108,025
Unallocated	\$445,804	(\$331,330)	\$114,474
<b>Total Costs</b>	<b>\$881,554</b>	<b>\$455,617</b>	<b>\$1,337,171</b>

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**  
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.
- **GOAL: CREATE A SAFE COMMUNITY**  
The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

Efforts to address opioid abuse will create a safe community and ensure a community network of basic human services and infrastructure that maintains, protects and promotes the well-being of all residents in Orange County.

**ENVIRONMENTAL IMPACT:** There is no Orange County Environmental Responsibility Goal impact associated with this item.

**RECOMMENDATION(S):** The Manager recommends the Board:

- 1) receive an update on the Opioid Advisory Committee and recommendations from the Committee regarding the use of Opioid Settlement Funds that support Option A of the MOA on the Allocation and Use of Opioid Settlement Funds in North Carolina;
- 2) approve the attached resolution regarding the expenditure of Opioid Settlement Funds; and
- 3) approve Budget Amendment #4-B.

**Increasing Access to Specially Trained Mentors to Support Youth Under-resourced by the Local  
Community and Disadvantaged by Intersectional Social Identities**

*High-Impact Opioid Abatement Strategies Option A: Recovery support services and Early intervention*



**Reintegration Support Network (RSN)**

**Terence L, Johnson, MS**  
Executive Director  
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**Lorenza Wilkins, DBA**  
Board Chair  
Email: [Boardchair@rsnnc.org](mailto:Boardchair@rsnnc.org)

117 West Main Street  
Carrboro, NC 27510  
Phone: 984-777-5282  
Website: [www.rsnnc.org](http://www.rsnnc.org)

Table of Contents

**Proposal** ..... 3

**RSN Staff and Qualifications**..... 6

**Meet RSN’s Mentors** ..... 8

**Budget** ..... 9

**Appendix** .....12

    Letter of Support: El Futuro .....12

    Letter of Support: boomerang.....13

    Letter of Support: Orange Partnership for Alcohol and Drug Free Youth .....14

    Letter of Support: Grow Your World.....15

## Proposal

When 18-year-old Matt McQuiston died from a drug overdose following months of treatment, Matt's family and friends established a memorial fund to provide necessary support systems to prevent similar devastation to the lives of youth and their families. Since RSN's inception, RSN's purpose has been to interrupt the systemic barriers that youth and their families experience accessing mental health and substance use services. RSN's work builds upon current mentoring models by recognizing the unique value of youth being supported by adults with lived experience. Our work continues to be centered on inclusive and equitable practices that acknowledge the daily systemic and structural pressures that create gaps in opportunities for under-resourced and disadvantaged youth.

*The Reintegration Support Network (RSN) is seeking the support of the Orange County Opioid Advisory Committee to increase the number of specially trained mentors (Certified Peer Support Specialist and/or Recovery Coach Academy Certified) providing evidence-informed support to youth experiencing challenges related to substance use, mental health, and justice-involvement.* Dr. Murthy, in the 2021 Surgeon General's Advisory, called for an urgent response to the "youth mental health crisis" and declared a National Emergency in Child and Adolescent Mental Health. *In the North Carolina Child Fatality Task Force annual report, the 2021 suicide rate among children ages 10 to 17 was the highest it has been in 20 years and the death rate from 2012 to 2021 increased by 47% among youth ages 15-17. Furthermore, in a study of 10,000 adolescents in the United States, two-thirds of adolescents who developed alcohol or substance use disorders had experienced at least one mental health disorder.* Dr. Murthy called for a swift and coordinated response to this crisis as the nation continues to battle the...pandemic." Nonetheless, essential supportive services (like RSN) are rare and underdeveloped, especially programs accessible to disenfranchised youth, those under-resourced by the local community, disadvantaged by intersectional social identities (race, ethnicity, culture and language, gender, sexual orientation), and disproportionately impacted by poverty, mental health, substance use, and justice involvement.

Furthermore, in North Carolina's Opioid and Substance Use Action Plan, the task force prioritized equity, lived experiences, and acknowledging the systems that have disproportionately harmed historically marginalized persons who use drugs and implement programs that reorient those systems. *Recent Orange County Racial and Ethnic Disparities (RED) in Juvenile Justice data, highlighted that youth of color are 5 times more likely to receive a complaint than their white counterpart (Relative Rate Index: 5.07).* RSN is committed to interrupting the daily systemic racism that impacts the youth and their families we serve by continuing to serve on the Orange County JCPC Racial and Ethnic Disparity Subcommittee and implementing the eight REDuction Strategies in Orange County.

For years, RSN has been leading local efforts to adapt an evidenced-based, adult peer-support model to meet the unique needs of youth in Orange, Durham, Chatham, and Alamance Counties. RSN uses specially trained mentors (NC certified peer support specialists, or Recovery Coach Academy trained) to interrupt the daily systemic and structural pressures that create gaps in opportunities for youth (ages 13-20) especially those with challenges related to mental health, substance use, and/or juvenile justice involvement. Our mentors provide one-to-one support and/or facilitated Life Skills Support Groups, creating a safe and resilient space for young people to center their needs and build agency while fostering a sense of belonging, healthy relationships, and positive engagement within the community. Community-based support that meets youth where they are by providing a supportive relationship between adults and youth is highly recognized as a protective factor and has been shown to positively impact social emotional well-being. Accordingly, the Surgeon General's Advisory recommended youth peer support programs as an effective service, and reminds us that, "Youth are experts on their own lives, so it is important to engage youth in community-based mental health efforts." (p. 30) These areas of practice continue to require greater scientific and programmatic support to continue to be adapted for youth.

If funded by the Orange County Opioid Advisory Committee, RSN will develop and launch a multi-pronged approach to harm reduction by:

1. Expanding RSN's current capacity to handle a 50% increase in referrals from 2021/22 - 2022/23 by onboarding additional specially trained mentors to increase the availability of mentors in Orange County. RSN mentors provide individual and group support in addition to community outreach, sharing their personal stories of resilience and recovery and providing educational materials tailored to youth. RSN is currently partnering with Boomerang to provide informal mentoring services to community youth participating in their services, strengthening the protective support a youth is receiving.
  - In addition to increasing our contract mentor pool, RSN will designate a Lead Mentor to liaison with other youth-serving organizations, provide both formal and informal mentoring as well as act in the capacity of Lead Facilitator for Life Skills groups in Orange County.
  - RSN anticipates needing additional mentors to support the implementation of Orange County's Project Build Gang Intervention Program and a new initiative to design a "warm handoff" process where RSN's mentors attending juvenile justice court counselors and clients meeting to build rapport and facilitate referrals.
  - RSN has also identified the need for additional funding to separate the Director of Operations and Programs position into two positions, Director of Operations and Directors of Programs, providing additional organizational capacity as our services expand.
2. Continuing to provide Connecticut Community for Addiction Recovery (CCAR) Recovery Coach Academy training within the community at no cost to stakeholders. RSN Mentor Program Manager, Lucy Battles, is a certified CCAR Trainer. Utilizing Ms. Battels' expertise, RSN will offer the following trainings (including offering continuing education hours):
  - **Recovery Coaching Basics:** This curriculum provides a basic, introductory version of Recovery Coaching in order to meet the needs of those who want a general understanding of the recovery process to better understand and support the recovery of their loved ones, friends, and colleagues.
    - The goal of this training is to: (1) Define and increase fluency in the language of recovery, (2) Build capacity to understand, support and advocate for recovery, (3) Learn about specific skill sets key to supporting recovery, (4) Create a learning community to advance the recognition, and (5) acceptance and support of recovery.
  - **Recovery Coach Academy and Recovery Coach Academy for Young People:** The CCAR Recovery Coach Academy is a 5-day intensive training academy focusing on providing individuals with the skills needed to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs. More and more the population of persons seeking recovery from substance use are getting younger and younger. The CCAR Recovery Coach Academy for Young People was

developed to enhance the skills of young people supporting other young people on their recovery journey.

- The goal of this training is to: (1) list the fundamental principles of recovery coaching, (2) build communication skills to enhance relationships, (3) discover attitudes about self-disclosure & sharing your story, (4) describe the different roles and applications for recovery coaching, (5) increase awareness of culture, power & privilege, (6) experience recovery wellness planning, and (7) practice newly acquired skills.

RSN completed fifteen key stakeholder interviews in Orange County and received funding from the Strowd Roses Foundation to host community listening sessions with youth and their families and guardians to understand how RSN can adapt its services to support a culturally and linguistically diverse community (RSN will intentionally recruit and accommodate a diverse sample representing BIPOC, LGBTQIA+, rural communities, individuals with disabilities, refugees/immigrants, and Spanish speakers). These activities will contribute to RSN's ongoing work to create community informed services that meet the evolving needs of youth, and adapting RSN services to be responsive to current and future needs.

### RSN Staff and Qualifications

	<p>Terence Johnson is a dedicated professional with over 6 years of experience as a public health researcher. He has significant experience managing Clinical, as well as non-Clinical, research studies within academia. He has served as the Study Coordinated on several large-scale, federally funded, multi-site research projects involving vulnerable population groups, including juveniles, incarcerated offenders, and substance-abusing and treatment-seeking individuals.</p>
<p>Terence L. Johnson Executive Director (Pronouns: He/Him/His)</p>	<p>The Reintegration Support Network Executive Director (ED), in conjunction with the Board of Directors is responsible for ensuring the organization has a long-range strategy, sustainable financial plan, and adequate staff and resources to carry out the organization's mission and scope of services. In addition, the ED is responsible for organizational development and financial sustainability.</p>
	<p>Jamie is an ICF accredited Mentor/Coach with a background in leadership and organizational development, program design and implementation. Jamie is also a person in long-term recovery and uses her coaching and peer support background in service to both individuals and groups on the recovery path.</p>
<p>Director of Operations Interim Director of Programs (Pronouns: She/Her/Hers)</p>	<p>The Director of Operations works directly with the RSN Exec. Director, and is responsible for overseeing the day-to-day operations of RSN ensuring that proper policies, procedures and internal systems are in place to maintain official records and compliance with federal, state and local regulations as well as grant reporting requirements. The DO also works directly with the ED in regard to financial management and fiscal monitoring.</p>
	<p>The Director of Programs oversees program development and implementation, ensuring coordination among the organization's primary components: the Mentor Program, Participant Engagement, and Community Outreach and Education. RSN is in the process of completing an organizational restructure to align with its 2023-2025 strategic goals. RSN is in the process of separating the Director of Operations and Programs position into two positions, Director of Operations and Directors of Programs.</p>

 <p>Mentor Program Manager (Pronouns: She/Her/Hers)</p>	<p>Lucy Battles joined the RSN team in 2020. Since starting her journey of recovery in 2011, she has been an advocate for recovery equity and stigma reduction on both state and national levels. Lucy has worked in the mental health and recovery field since 2015, locally at UNC Horizons and UNC Behavioral Health ED, and nationally with the NY State Department of Health.</p> <p>The Reintegration Support Network Mentor Program Manager (MPM) is accountable for managing all aspects and day-to-day operations related to the mentor program. The MPM works directly with the RSN Program Director, the Participant Program Manager (PPM) and community partners to support participant engagement as it relates to our specially trained mentors.</p>
 <p>Participant Program Manager (Pronouns: He/him/his)</p>	<p>Jeremy Smith serves as RSN's Participant Program Manager. Jeremy played college basketball at Lenoir Community and Chowan University, and after getting offers to play professionally, decided to turn over a new leaf and work in higher education while going back to school for his masters in Leadership Management. Since 2017, Jeremy has been working in higher education in different sectors such as nonprofit, universities, and private institutions. Jeremy loves connecting with the youth and giving back!</p> <p>Participant Program Manager (PPM) is responsible for managing all aspects and day-to-day operations related to the participant engagement program. The PPM works directly with the RSN Program Director, the Mentor Program Manager (MPM) and community partners to support participants who are receiving RSN services.</p>
<p>RSN Lead Mentor</p>	<p>The Orange County Lead Mentor will serve as a key member of the RSN support team to provide participants with a sense of belonging and the skills and capacities for self-advocacy, healthy relationships and positive engagement in the community. The Mentor works with participants one on one or in a group, supporting them in setting and achieving goals through shared activities, goal setting, support and encouragement. The Lead Mentor would be responsible for tapping into the potential within our mentor pool to increase Outreach and participant recruitment.</p>

**Meet RSN's Mentors**



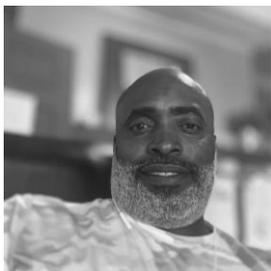
*"I became a mentor to be a part of the solution"*  
Linda Brandariz



*"[They seek to] empower latinx youth and support their journeys to reach their highest potential."*  
Pablo Robles



*"I have been in recovery for over 10 years and after gaining the tools needed to maintain it, it's led me to become a mentor."*  
Shawn Baker



*"I became a mentor after seeing so many young people guys come through the prison system. It made me want to make a difference in our community."*  
Edward Scott (Scottso)



*"I believe that there is not a "one size fits all" path to recovery and I became a mentor to help youth find solutions that work for them. I want to use my life experiences to help others who are facing challenges similar to those I have faced."*  
Emily Branson



*"I've been in recovery since 2014, and love helping others discover their strengths and ability to overcome challenges. I wanted to become an RSN mentor as a way of giving back to others."*  
Kimberly Shoulers



*"I've chosen to help others struggling with various forms of Mental Health Disorders, including but not limited to Substance Use Disorder (SUD), and to use my personal life experiences to help benefit others going through similar struggles as my own."*  
Joe Euler



*"I became a mentor so that I could share positivity to the youth in the community."*  
Joe Miller



*"I have been in recovery for over 10 years and I wanted to be a mentor because I have learned a lot on my continuous journey of self healing and growth and I hope to share some of that with others."*  
Jen Galvin

## Budget

A. Personnel				Each - Years 1 and 2
		Salaries & Wages		
			Exec. Dir. (Strategic Planning and Resourcing, Finances, HR, Board Development, Community Partnerships and Collaborations)	\$14,803
			Director of Operations (Responsible for Financial Management, Grant Management, day-to-day operations)	\$15,817
			Director of Programs (Youth and Family: Program design, development, implementation and evaluation)	\$23,625
			Participant Program Manager (PPM)	\$19,467
			Mentor Program Manager (MPM)	\$19,467
		<b>Total Salaries &amp; Wages</b>		<b>\$93,179</b>
B. Fringe Benefits				
		FICA Taxes		
			FICA ED	\$1,132
			FICA-Dir. of Ops	\$1,210
			FICA- Dir. of Programs	\$1,807
			FICA- PPM	\$1,489

			FICA - MPM	\$1,489
		<b>Total FICA Taxes</b>		<b>\$7,128</b>
		<b>Workers' Comp</b>		<b>\$500</b>
		Unemployment Insurance		
			Unemployment-ED	\$171
			Unemployment-Dir. of Ops	\$171
			Unemployment - Dir. of Programs	\$171
			Unemployment- PPM	\$171
			Unemployment- MPM	\$171
		<b>Total Unemployment Insurance</b>		<b>\$853</b>
	<b>Total Fringe Benefits</b>			<b>\$8,481</b>
	<b>Total Personnel Expenses</b>			<b>\$101,660</b>
<b>C. Office and Occupancy Expenses</b>				
		Office Supplies		\$300
		Printing & Copying		\$300
	<b>Total Office Expenses</b>			<b>\$600</b>
	<b>Occupancy Expenses</b>			
		Rent (3% increase per year)		\$800
	<b>Total Occupancy Expenses</b>			<b>\$800</b>

<b>D. Supplies/Other Operating Expenses</b>				
		Participant Incentives (Group and Individual Skill Building, \$25/participant, 120 participants)		\$1,500
		Mentor Program: Background checks (25 applicants @ \$45/mentor)		\$500
		Website Hosting, includes domain reg. fees		\$450
		Subscriptions (e.g., Constant Contact, G suite, Zoom, Adobe)		\$1,000
		Translation and Interpretation Services		\$1,100
	<b>Total Supplies/Other Operating Expenses</b>			<b>\$4,550</b>
<b>E. Contract</b>				
	Contractors/Consultants			
		Bookkeeping, includes audit and legal fees		
		<b>Mentor Services (formal and informal services, supervision and support)</b>		\$9,864
		<b>Lead Mentor</b>		\$9,880
		Program Support (incl. workshop, events and training logistics, marketing materials, & general admin. support)		\$4,875
	<b>Total Contractors/Consultants</b>			<b>\$24,619</b>
<b>F. Other</b>				
		Payroll Processing		\$429
	<b>Total Other</b>			<b>\$429</b>
<b>Total Each Year</b>				<b>\$132,658</b>
<b>Total Two Year</b>				<b>\$265,316</b>

## Appendix

### Letter of Support: El Futuro



May 16, 2023

Terence L. Johnson  
Executive Director  
Reintegration Support Network  
117 West Main Street  
Carrboro, NC 27510

RE: Orange County Opioid Settlement Funding

Dear Terence,

I am writing with full support for your application to the Orange County Opioid Advisory Committee to create an Orange County Youth Advisory Committee that includes a subcommittee, entitled Substance Use Prevention and Harm Reduction, to develop and lead a coordinated effort focused on intervention and early identification of youth experiencing challenges related to substance use, mental health, and justice-involvement.

El Futuro provides bilingual and culturally-responsive mental health services (including youth and emerging adults) in a welcoming environment of healing and hope. RSN has been working with El Futuro's Technical Assistance and Consultation program to expand RSN's capacity to provide culturally responsive care and linguistic access using the Culturally and Linguistically Appropriate Services (CLAS) Standards as our benchmarks. RSN and El Futuro are working together to be more responsive to Latine populations in this current youth mental health crisis. We believe it would be useful for families in Orange County to have access to youth-centered educational materials and workshops (focusing on Fentanyl, Naloxone, harm reduction, mental health, substance use and addiction, community support and stigma) and a coordinated referral and intervention program system to support youth identified as experiencing challenges related to mental health.

If possible, we request that RSN considers developing materials in Spanish and continuing to enhance their capacity to provide interpretation services to families. Additional incentives that would be valuable to Latine populations include transportation to services and compensating youth for their intellectual property and time. We will support RSN by recruiting youth and families in Orange County, supporting evaluation activities, and ensuring the success of the coordinated efforts.

Sincerely,

Molly Hayes, M. Ed, LCMHCS  
Director of Clinical Enhancement Services

2020 Chapel Hill Road, Suite 23  
Durham, NC 27707

[www.elfuturo-nc.org](http://www.elfuturo-nc.org)

Tel: 919-688-7101  
Fax: 919-688-7102



## Letter of Support: boomerang



May 16, 2023

Dear Committee Members:

I am pleased to write in support of Reintegration Support Network's request to the Orange County Opioid Advisory Committee. I understand that the proposal serves to create an Orange County Youth Advisory Committee that includes a subcommittee, entitled Substance Use Prevention and Harm Reduction, to develop and lead a coordinated effort focused on intervention and early identification of youth experiencing challenges related to substance use, mental health, and justice-involvement.

We work closely with Reintegration Support Network staff to provide capacity-building support in our efforts to effectively serve the youth in our community who have challenges with substance use, mental health and, or justice involvement. This program year, we deepened our partnership to provide mentoring and program support for students who attend both the Alternative to Suspension and after school programs that Boomerang offers, and established a referral pipeline to directly support students who are experiencing acute substance use and/or mental health challenges. We will continue our strong and successful collaboration to ensure ongoing support and critical programming remains available for our community youth.

As a partner agency serving Orange County youth, our work with Reintegration Support Network helps enrich and deepen the impact of our respective efforts with the children we serve, and move the needle on equitable health opportunities our wider community. It is my pleasure to stand in continued partnership with Reintegration Support Network, and to offer this letter of recommendation on their behalf for funding through the Orange County Opioid Advisory Committee.

Sincerely,



Tova Hairston,  
Executive Director

## Letter of Support: Orange Partnership for Alcohol and Drug Free Youth



May 31, 2023

Terence L. Johnson  
Executive Director  
Reintegration Support Network  
117 West Main Street  
Carrboro, NC 27510

RE: Orange County Opioid Settlement Funding

Dear Terence,

On behalf of Orange Partnership, I am writing to express our support for Reintegration Support Network (RSN)'s proposal to the Orange County Opioid Advisory Committee to create an Orange County Youth Advisory Committee to develop and lead a coordinated effort focused on intervention and early identification of youth experiencing challenges related to substance use, mental health, and justice-involvement.

Orange Partnership for Alcohol and Drug Free Youth envisions a community where young people live safe, healthy and productive lives, free from the influence of alcohol and drugs. The coalition accomplishes these goals by using evidenced based community impact strategies through collaboration, education, advocacy and empowering youth. RSN is an Orange Partnership coalition member and funded to provide one-on-one mentoring and life skills groups to youth in Orange County. We are supportive of RSN's proposed plan to develop a multi-pronged approach to address the national youth mental health crisis by: (1) Developing a Youth Advisory Committee by expanding the Alcohol and Drug Abuse Prevention Team (ADAPT) program, (2) Developing youth-centered educational materials and conducting workshops (e.g. mental health, opioid and other substance use disorders, community support and stigma); and (3) Collaborating with Orange Partnership coalition members to develop and implement a coordinated referral system for youth at risk of substance use and/or mental health challenges to receive interconnected services.

We recommend RSN continue to enhance their capacity to provide interpretation services and provide materials in multiple languages. Incentives to eliminate barriers to engagement, such as transportation and compensation for their time are also recommended. We will support RSN by working with Orange Partnership coalition members, coordinating professional development and substance use training, as needed, and supporting evaluation activities to ensure the success of the coordinated efforts.

Sincerely,

Gayane Chambless  
Program Director

104 New Stateside Dr.  
Chapel Hill NC 27516

## Letter of Support: Grow Your World



May 30, 2023

Terence L. Johnson, Executive Director  
 Reintegration Support Network  
 117 West Main Street  
 Carrboro, NC 27510

**RE: Orange County Opioid Settlement Funding**

Dear Terence,

I am writing with full support for your application to the Orange County Opioid Advisory Committee to create an Orange County Youth Advisory Committee that includes a subcommittee, entitled Substance Use Prevention and Harm Reduction, to develop and lead a coordinated effort focused on intervention and early identification of youth experiencing challenges related to substance use, mental health, and justice-involvement.

Grow Your World is a youth-centered community-building organization that uses a near-peer and intergenerational mentorship model to create access to new opportunities, skills and experiences that heal past traumas and shifts personal and systematic structures, beliefs and outcomes toward equity, justice and inclusion. Reintegration Support Network collaborated with Grow Your World to provide youth focused training to the volunteers participating in their Tutoring after 6pm initiative that partners 4-12th graders with college students to work together 1-2 times a week on academic subjects of need. RSN and Grow Your World are working together to be more responsive to the national youth mental health crisis. We believe it would be useful to increase access to specially trained mentors with lived experience in Orange County to collaborate with youth serving organizations that provide mental health and substance use services for youth and their families.

If possible, we request that RSN considers developing materials in Spanish and continuing to enhance their capacity to provide interpretation services to families. Additional incentives that would be valuable to include are transportation to services and compensating youth and their families for their intellectual property and time. We will support RSN by recruiting youth and families in Orange County, supporting evaluation activities, and ensuring the success of the coordinated efforts.

Sincerely,

Sophie Suberman  
 Co-Founder and Co-Director

Grow Your World (84-1845124) is a 501(c)(3) non-profit organization with a mission to connect community members through multigenerational and inclusive relationships that build sustainable personal and professional enrichment opportunities.

[www.growyourworld.org](http://www.growyourworld.org) | Carrboro, NC | 919-525-1374

## Orange County EMS Post-Overdose Response Team Proposal

*Services related to Exhibit A of 'NC MOA: High-Impact Opioid Abatement Strategies'  
Establishes item 8 (Post-Overdose Response Team) and supports or expands items 2, 7, 9, 10 and 12*

### DEPARTMENT:

Orange County Emergency Services

### INFORMATION CONTACT:

Landon Weaver, 919-245-6127

Kim Woodward, 919-245-6133

Kirby Saunders, 919-245-6123



## Executive Summary

Orange County Emergency Medical Services (OC-EMS) has observed a 226% increase in annual opioid overdoses requiring EMS from 2018 to 2022.

OC-EMS is seeking funding for the development and implementation of a Post-Overdose Response Team (PORT). OC-EMS is prepared to provide this service but is in need of funding support for additional staff, a response vehicle and program supplies.

PORTs are specialized teams that respond to opioid overdoses in real time or within 24-72 hours of the overdose event. Upon implementation, the OC-EMS PORT will meet individuals where they are at in their addiction by providing harm reduction resources, linkage to treatment services, and medication-assisted treatment (MAT) induction and administration. This service will be available to all eligible individuals that OC-EMS interfaces with during EMS incidents, and will be provided as a referral for collaborating departments, emergency departments, organizations and the community at-large. PORTs have become the standard of care in post-overdose services nationally and locally, with 41 North Carolina counties currently having an active PORT in place.

MAT services have been directly associated with reduced relapse rates and chance of overdose (Jaeger & Fuehrlein, 2020). In the last five years, 23% of OC-EMS incidents involving an opioid overdose were the result of individuals who required EMS opioid overdose treatment on more than one occasion. With each consecutive overdose, the potential of death increases.

By providing this service to the community, the following items as defined in Exhibit A of 'NC MOA: High-Impact Opioid Abatement Strategies' will be established or directly supported:

*Item 8: Post-Overdose Response Team*

*Item 2: Evidence-Based Addiction Treatment*

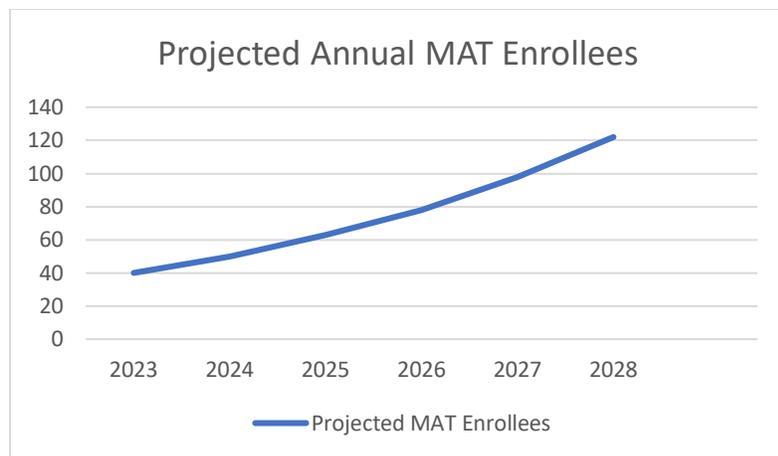
*Item 7: Naloxone Distribution*

*Item 9: Syringe Service Program*

*Item 10: Criminal Justice Diversion Programs*

*Item 12: Reentry Programs*

We anticipate that approximately 50 unique individuals will directly benefit from this resource in year one, and that 190 individuals will directly benefit from this service over three years. This estimate is based on a five-year upward trend in opioid overdose incidents paired with anticipated inbound referrals once services have been established.



## Assessment of Need and Proposal Summary

Between 2018 and 2022, OC-EMS has responded to 466 opioid-related overdose incidents equating to a 226% annual increase. Of all opioid overdose incidents from 2018 through 2022, 68% of the affected persons were transported by OC-EMS to local emergency departments, 30% refused transportation, 1.5% were deceased on scene and 0.4% were transported to an inpatient alternative destination facility for OUD treatment. Of the 466 total incidents, 106 (23%) were the result of 42 individual patients that utilized OC-EMS for an overdose on more than one occasion.

When OC-EMS responds to an opioid overdose, there are currently three possible disposition pathways:

- (1) transport to an Emergency Department;
- (2) transport to a local inpatient treatment facility; or
- (3) refusal of transport.

Buprenorphine use, as part of MAT, has been associated with a significant reduction in illicit opioid use for persons with opioid use disorder (OUD) (Soeffing et al., 2009). MAT with buprenorphine has been shown to be more effective in the reduction of illicit opioid use, risk of drug-related overdose, and overall healthcare and utilization costs when compared to abstinence-based addiction treatments for those with OUD (Kinsky et al., 2019). Although OC-EMS offers harm reduction efforts aimed at providing specialized alternative destinations of transport, a specialized overdose refusal protocol (attachment E), as well as distribution of naloxone, sterile syringes and educational materials; there is no pathway in place for an individual to be offered MAT from the scene of an EMS incident. Further, even in the event that an individual is transported to a local Emergency Department (ED), there is no guarantee that they will be offered services consisting of MAT or connection with ongoing treatment options upon exit from the ED.

Although Orange County has a range of opioid treatment programs (OTPs) and office-based opioid treatment (OBOT) options available within the county, there is an identifiable void in connecting individuals with these services. Even in the event that an individual is aware of these services, the time-

sensitive nature of each persons need for help, paired with the difficulty of urgently enrolling in these services and the efforts involved to do so creates great difficulty and frustration in obtaining the necessary treatment for OUD (McLean & Kavanaugh, 2019).

The Post Overdose Response Team (PORT) service proposed within this document will provide a proven and effective strategy for filling this gap by connecting individuals who experience an overdose or withdrawal directly to treatment, regardless of their disposition from the scene of an EMS incident. This PORT response model has become the standard of care in providing field-based MAT and connecting individuals in need with the services that they require to ensure survival and well-being. As of this year, at least 41 counties within North Carolina have an active PORT (NC-DHHS, attachment C).

In addition to providing this critical service to all eligible individuals who have interfaced with Orange County EMS, the PORT will create a pathway for any other eligible individuals to have direct access to the services provided by this program. This resource will be available for partnering county departments, emergency departments, local organizations and the community at-large. The services offered will be flexible in order to accommodate an array of potential needs ranging from temporary gap coverage in someone transferring treatment services, to accommodating the treatment needs of any eligible Orange County resident who is independently reaching out for help.

OC-EMS is requesting funding to create a PORT that operates seven days a week, and consists of services provided by community paramedics (CPs) and Peer Support Specialists (PSSs) within OC-EMS. During active hours, the PORT will be capable of responding directly to the scene of an opioid overdose or withdrawal incident and initiating MAT on location when appropriate. In addition, the OC-EMS CP program will conduct daily surveillance of EMS PCRs and other external referral pathways to begin connecting eligible individuals to PORT services between 24-72 hours of EMS incident or submission of external request. For each eligible individual, the PORT will be equipped to provide daily dosing of buprenorphine at the location that best suits the individual for up to seven consecutive days. During this time, the PORT will actively navigate the individual to the most appropriate treatment provider for their specific situation, at which time a warm hand-off will be provided when applicable.

## **Project Description**

OC-EMS will create, operate and manage a PORT within the geographic constraints of Orange County, NC. Available resources will be utilized to identify, contact, assess, treat, and navigate individuals to ongoing treatment and recovery resources. This team will be built directly upon the Orange County Emergency Services ETHOS of integrity, respect, fairness and compassion.

All eligible opioid overdose patients encountered by an OC-EMS response will be offered PORT services on the scene of the incident by the responding EMS unit. In addition, the PORT will be dispatched alongside the responding EMS unit to any suspected opioid overdose or withdrawal incident as available. The PORT response will be active twelve hours per day, seven days per week. EMS response data, along with external referral pathways will be reviewed daily for all other potential clients. Potential clients will then be contacted urgently, not to exceed 72 hours of incident or referral. Upon successful contact and expressed interest from any potential client, a visit will be scheduled by the PORT and will be based on the client's convenience of location and time. In the event that the PORT directly interfaces with an eligible participant on the scene of an EMS incident, MAT services will be initiated at location as applicable.

On initial visit, whether scheduled or as part of EMS response, the PORT will engage in a motivational interview with the client to determine that specific individuals personal needs and wishes. If the client meets eligibility for, and consents to, MAT, the responding CP of the PORT will follow the OC-EMS MAT protocol (attachment F) and provide buprenorphine treatment as defined therein. This treatment will continue as a daily-dose intervention by the CP up to a maximum of seven consecutive days at the place of convenience for the client. Upon initiating treatment, the PORT will determine potential referral pathways for ongoing treatment in consultation with the client, and then make an urgent referral to the appropriate ongoing treatment provider to initiate transfer of care. Upon successfully scheduling the transfer of care to partner OBOT or OTP, a warm hand-off will occur by the PORT at the provider's location to ensure continuity of care and address any questions or needs that may arise. Upon transfer, the client will remain with direct contact information to members of the PORT should any additional needs arise following the transfer of care.

In addition to providing MAT, an intake tool will be utilized during initial and subsequent visits to determine additional client needs. Based on the results of this intake tool, referrals will be made with other services within the county. Education will be provided on each applicable visit along with distribution of harm-reduction resources such as naloxone, fentanyl test strips, resources within the area and sterile syringes as appropriate.

Providing MAT will not be a requirement for a PORT visitation with a potential client. The success of this program is directly dependent upon its flexibility to the client's current needs. The PORT will provide non-judgmental, non-coercive care to allow the individual to determine what they need and which services will assist them in addressing those needs. In establishing this rapport and always remaining client-centered, the PORT will ensure that each individual has a personal path to help, at the moment in which they make the decision to utilize it.

This resource will also be available to partnering departments, local organizations, emergency departments and the community at-large in the form of direct links to our case management software (Apricot), direct phone numbers, email and text messages. Active efforts will be made throughout the life of the PORT to establish and increase public awareness of this service. These efforts will include availability on the Orange County website, news releases, presentations to be utilized throughout the community, as well as direct education provided to our local first responders and emergency departments.

As one example of alternative needs that will be addressed with this service, joint efforts have been made to establish a partnership with the Orange County Criminal Justice Resource Department (OC-CJRD). This partnership will create a pathway for treatment of individuals released from the Orange County Detention Center who are at risk of a temporary gap in treatment availability prior to being successfully connected with external treatment. We foresee one of the key benefits of the PORT team as its flexibility to accommodate similar needs as they are identified, in a 'plug-and-play' model once this service is established.

## **Beneficiaries**

We are able to estimate potential beneficiaries as a calculation of patients in which EMS has interfaced, as well as individuals identified by the OC-CJRD that potentially have a need for gap coverage. We are unable to accurately estimate the number of individuals outside of these two pathways that will directly benefit from this service. We fully anticipate that this service will be an asset to the community and that as knowledge of the PORT existence increases, incoming referrals will increase accordingly. In providing two FTE CP positions and two FTE PSS positions for this service (to ensure seven day a week coverage), we

are confident that the PORT will be prepared to accommodate the increase in external referrals as the program becomes more visible to partners and the community. Agency and program data will be routinely reviewed to ensure that the service capacity of the PORT team is capable of sustaining the anticipated number of clients.

Utilizing the data of Stanly County, NC, we anticipate ten percent of individuals encountered by OC-EMS for an opioid overdose will become successfully enrolled in receiving MAT by the PORT (State Medical Director's Update, 5/3/22). Having no available data for eligible individuals who interfaced with OCDC and required this specific gap service at release, we will estimate ten percent successful enrollment for individuals released from OCDC that reported OUD upon intake.

Utilizing EMS and Orange County Detention Center data from the 2022 calendar year, an estimated 40 individuals would have received MAT services from the proposed PORT program. If we are to calculate the maximum duration of medication administration at seven days for each of these individuals, we can estimate 280 days within the 2022 calendar year in which MAT would have been provided to a patient through these two pathways alone. We are unable to identify a reliable means of estimating the number of eligible individuals that would come from the additional pathways of Orange County departments, external partners, or community members at large. The number of incoming referrals from these pathways is expected to be largely contingent upon outreach and duration of time that the PORT has been an active service in the community.

### **Eligibility Requirements to Receive Service**

In order for an individual to receive MAT service via this PORT, they must be at least 18 years of age; accessible within the geographic constraints of Orange County, NC; and not be otherwise excluded as defined by criteria set forth in the attached MAT Protocol.

Incidents and referrals involving individuals under 18 will be addressed on a case-by-case basis due to the complications associated with these situations along with the rarity of these events (Of the 466 individuals encountered by OC-EMS for opioid overdoses in the past five years, two (0.4%) have been under the age of 18).

A team consisting of the PORT, the OC-EMS Medical Director and the OC-EMS Community Paramedic Coordinator will urgently convene to determine the best steps in determining which services to offer these individuals. Throughout the duration of this program, emphasis will be placed on exploring and engaging with any available services for this population.

### **Addressing Community Needs**

By providing this critical service, OC-EMS will fill an identified void and offer proven services that currently do not exist for individuals in Orange County that suffer from OUD. In achieving this goal, we will decrease the incidence of death, and improve the quality of life of persons within Orange County, NC by accommodating the needs of our community.

## **Project Goals, Objectives and Outcomes**

### **Goals:**

- I. Develop, maintain and grow the PORT program;
- II. Provide PORT services to each;
  - a. eligible opioid overdose and withdrawal patient encountered by OC-EMS;
  - b. eligible gap coverage client at time of release from the Orange County Detention Center;
  - c. eligible client referred to the program from other Orange County departments, emergency departments, organizations and the community at large

### **Objectives:**

- i. Implement a state-approved Medication Assisted Treatment Protocol (attachment F);
- ii. Train CPs and PSSs on the state approved protocol;
- iii. Develop MOU with all partnering OTPs and OBOTs;
- iv. Update Overdose Refusal Policy to include offering of PORT services to all eligible patients by responding EMS unit;
- v. Create partnership and referral process for local Emergency Departments as well as other community partners to connect patients with program;
- vi. Create and provide training for all OC-EMS staff to ensure all potential referrals are captured and educated on service;
- vii. Provide training on PORT program to all partner first responder agencies to ensure awareness of service;
- viii. Support and expand current harm reduction efforts with availability of service;
- ix. Identify all potential clients through daily surveillance of each referral pathway;
  - x. Screen and assess every eligible referral and patient for services;
  - xi. Adhere to PORT MAT protocol for all eligible referrals;
  - xii. Provide buprenorphine in eligible patient's homes for up to 7 days;
  - xiii. Provide referral and warm handoff of patients to appropriate OTP to OBOT;
  - xiv. Conduct follow-up with successfully enrolled PORT MAT participants to determine ongoing needs and quality of interaction with EMS providers, community paramedics, etc.
  - xv. Collect all program data;
  - xvi. Provide quarterly reports pertaining to PORT program

### **Outcomes:**

- i) Each eligible patient is provided access to the PORT program;
- ii) Improved program efficacy through utilization and review of monthly program data;
- iii) Increased connection of individuals with OUD to effective resources;
- iv) Decreased incidence of opioid overdose death within Orange County;
- v) Decreased Emergency Department OUD utilization by individuals enrolled in PORT program;
- vi) Decreased OUD related utilization of EMS by individuals enrolled in the PORT program;
- vii) Decreased repeat OUD related utilization of individuals who have previously interfaced with OC-EMS and are enrolled in the PORT program;
- viii) Increased EMS provider abilities to effectively interface with OUD patients;
- ix) Improved EMS provider morale and engagement as it pertains to OUD patient encounters;
- x) Increased intake of enrollees through referrals from community partners;
- xi) Decreased frequency of individuals released from Orange County Detention Center experiencing a gap in MAT

**Outcome Reporting:**

All related data pertaining to the PORT program will be reported as part of the quarterly Orange County Peer Review Committee. De-identified quarterly data will be provided to the Opioid Advisory Committee.

**Duration of Service**

We are requesting the utilization of the Orange County, NC allotment of Federal opioid settlement funds to provide three years of the outlined service. By the final year of service, program and surveillance data will be utilized to determine ongoing need and sustainability of services.

**Project Implementation Timeline****PHASE I** (*months 0-4*)

This initial phase will consist primarily of program development, staffing, logistics and training. During this phase, MOUs will be established with partnering OBOTs, OTPs, Orange County Departments, emergency departments and local organizations. Internal protocols and policies will be updated to reflect the availability of this service, trainings will be created and conducted with all potential partners and stakeholders, and program processes and logistics will be executed. During program development, feedback will be solicited from stakeholders and individuals with lived experience. All physical items required to provide service will be obtained during this phase.

**PHASE II** (*months 5-12*)

PORT program implementation will begin with this phase and will include responding to opioid overdose incidents, providing services to inbound referrals and executing all program processes. Outreach efforts to ensure community awareness of program and services will take place during this phase. Project staff will begin quarterly reporting to partners including the Opioid Advisory Committee.

**PHASE III** (*years 2 & 3*)

Throughout phase three, the focus will be on program continuation, adjustments to accommodate community needs that arise, and preparation for sustainability of the program. In approaching the final year of service, program data will be further analyzed to determine ongoing sustainability of services.

## PHASE I

- Submit MAT protocol the State Office of EMS (*completed and approved*)
- Solicit feedback from individuals with lived experience and community partners for program planning
- Hire and train (2) FTE CPs and (2) FTE PSSs
- Develop necessary components of case management software for PORT program
- Develop and deliver EMS training internally and to all first responder partners
- Create portal for external referrals
- Finalize MOU between OC-EMS and CJRD for gap coverage of CJRD clients upon exit from OCDC
- Identify other potential inbound referral partners, create MOUs
- Create and execute MOUs between OC-EMS and ongoing treatment locations
- Acquire proper legal clearances to manage buprenorphine (*completed*)
- Acquire buprenorphine, create and execute associated logistics plan
- Create ongoing follow up process for enrollees
- Determine quarterly Peer Review templates for data sharing
- Identify similar PORT resources within surrounding counties and begin establishing partnerships

## PHASE II

- PORT begins responding to scenes of opioid overdose and withdrawal incidents, addressing incoming referrals and administering services as defined
- **Initiate ongoing program responsibilities**
  - Conduct daily surveillance to ensure all eligible patients are offered services within 24-72 hours
  - Interface directly with overdose and withdrawal incidents alongside responding units
  - Provide all appropriate services to client
  - Determine proper ongoing treatment service based on client needs
  - Provide warm hand-off to ongoing treatment service
  - Complete all required documentation
  - Submit all required data to Opioid Advisory Committee
  - Continued review of outcome data to ensure there are no existing gaps
  - Analyze needs of the County for potential areas of expansion of program
  - Utilize ongoing feedback from individuals with lived experience and community partners to adjust to community needs
  - Conduct follow-up survey of program participants at proper intervals
  - Provide QA on all PORT documentation
- Establish partnerships with other potential surrounding county resources and organizations

## PHASE III

- **Continue all previous ongoing program responsibilities with addition of:**
  - Plan for ongoing program sustainability

## Budget Proposal

In order to provide the PORT services outlined in this proposal, funding will be required. We are requesting three years of service funding, during which it is expected that PORT operations will be fully functional for greater than 2.5 years of that duration. In approaching the final year of service, program and surveillance data will be utilized to determine ongoing needs and sustainability of services.

Below are three budget options to provide these services for three consecutive years. Further descriptions and yearly values of these options are viewable in (attachment B).

<b>OPTION 1 (Complete Services)</b>			
Item	Description	Services Provided	Cost
Staff	(2) FTE CP positions (2) FTE PSS positions	Provides complete PORT staffing: CP and PSS staffing 7 days per week, 12 hours per day	\$921,716.25
Other	Response vehicle, medications and all program supplies & equipment	Provides response vehicle, and all service-related items to successfully conduct program for 3 years	\$138,416.50
<b>Total Cost:</b>			<b>\$1,060,132.75</b>

<b>OPTION 2 (Partial Services)</b>			
Item	Description	Services Provided	Cost
Staff	(2) FTE CP positions (1) FTE PSS positions	Provides partial PORT staffing: CP staffing 7 days per week, 12 hours per day and PSS staffing M-F, 8 hours per day	\$709,970.63
Other	Response vehicle, medications and all program supplies & equipment	Provides response vehicle, and all service-related items to successfully conduct program for 3 years	\$136,076.50
<b>Total Cost:</b>			<b>\$846,047.13</b>

<b>OPTION 3 (Limited Services)</b>			
Item	Description	Services Provided	Cost
Staff	(2) FTE CP positions	Provides CP-only PORT staffing: <b>No PSS</b> CP staffing 7 days per week, 12 hours per day	\$498,225.00
Other	All medications and program supplies & equipment.	<b>No response vehicle.</b> Provides all other items to successfully conduct program services for 3 years	\$84,153.50
<b>Total Cost:</b>			<b>\$582,378.50</b>

## Summary

OC-EMS is prepared to create and implement a PORT to address the growing rates of opioid overdoses within Orange County by filling an identified gap in connection to treatment. We are requesting funding for this initiative in order to support additional staff, a response vehicle and program-related supplies for three consecutive years. By providing this service in Orange County, we anticipate a reduction in opioid overdose deaths, increased access to harm-reduction resources and an improvement in quality of life for individuals suffering from OUD.

## References

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- Kinsky, S., Houck, P. R., Mayes, K., Loveland, D., Daley, D., & Schuster, J. M. (2019). A comparison of adherence, outcomes, and costs among opioid use disorder Medicaid patients treated with buprenorphine and methadone: A view from the payer perspective. *Journal of Substance Abuse Treatment*, *104*, 15–21. <https://doi.org/10.1016/j.jsat.2019.05.015>
- McLean, K., & Kavanaugh, P. R. (2019). “they’re making it so hard for people to get help:” motivations for non-prescribed buprenorphine use in a time of treatment expansion. *International Journal of Drug Policy*, *71*, 118–124. <https://doi.org/10.1016/j.drugpo.2019.06.019>
- NC-DHHS. (2023) Post Overdose Response Teams Coverage Map. Retrieved from <https://www.ncdhhs.gov/about/departments/initiatives/overdose-epidemic/first-responders>
- State Office of EMS Medical Director’s Update, May 3<sup>rd</sup>, 2022 Greensboro, NC



EXHIBIT A TO NC MOA:  
HIGH-IMPACT OPIOID ABATEMENT STRATEGIES (“OPTION A” List)

*In keeping with the National Settlement Agreement, opioid settlement funds may support programs or services listed below that serve persons with Opioid Use Disorder (OUD) or any co-occurring Substance Use Disorder (SUD) or mental health condition.*

*As used in this list, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity.*

1. **Collaborative strategic planning.** Support collaborative strategic planning to address opioid misuse, addiction, overdose, or related issues, including staff support, facilitation services, or any activity or combination of activities listed in Exhibit C to the MOA (collaborative strategic planning).
2. **Evidence-based addiction treatment.** Support evidence-based addiction treatment consistent with the American Society of Addiction Medicine’s national practice guidelines for the treatment of opioid use disorder – including Medication-Assisted Treatment (MAT) with any medication approved for this purpose by the U.S. Food and Drug Administration – through Opioid Treatment Programs, qualified providers of Office-Based Opioid Treatment, Federally Qualified Health Centers, treatment offered in conjunction with justice system programs, or other community-based programs offering evidence-based addiction treatment. This may include capital expenditures for facilities that offer evidence-based treatment for OUD. (If only a portion of a facility offers such treatment, then only that portion qualifies for funding, on a pro rata basis.)
3. **Recovery support services.** Fund evidence-based recovery support services, including peer support specialists or care navigators based in local health departments, social service offices, detention facilities, community-based organizations, or other settings that support people in treatment or recovery, or people who use drugs, in accessing addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
4. **Recovery housing support.** Fund programs offering recovery housing support to people in treatment or recovery, or people who use drugs, such as assistance with rent, move-in deposits, or utilities; or fund recovery housing programs that provide housing to individuals receiving Medication-Assisted Treatment for opioid use disorder.
5. **Employment-related services.** Fund programs offering employment support services to people in treatment or recovery, or people who use drugs, such as job training, job skills, job placement, interview coaching, resume review, professional attire, relevant courses at community colleges or vocational schools, transportation services or transportation vouchers to facilitate any of these activities, or similar services or supports.
6. **Early intervention.** Fund programs, services, or training to encourage early identification and intervention for children or adolescents who may be struggling with problematic use of drugs or mental health conditions, including Youth Mental Health First Aid, peer-based

programs, or similar approaches. Training programs may target parents, family members, caregivers, teachers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

7. **Naloxone distribution.** Support programs or organizations that distribute naloxone to persons at risk of overdose or their social networks, such as Syringe Service Programs, post-overdose response teams, programs that provide naloxone to persons upon release from jail or prison, emergency medical service providers or hospital emergency departments that provide naloxone to persons at risk of overdose, or community-based organizations that provide services to people who use drugs. Programs or organizations involved in community distribution of naloxone may, in addition, provide naloxone to first responders.
8. **Post-overdose response team.** Support post-overdose response teams that connect persons who have experienced non-fatal drug overdoses to addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
9. **Syringe Service Program.** Support Syringe Service Programs operated by any governmental or nongovernmental organization authorized by section 90-113.27 of the North Carolina General Statutes that provide syringes, naloxone, or other harm reduction supplies; that dispose of used syringes; that connect clients to prevention, treatment, recovery support, behavioral healthcare, primary healthcare, or other services or supports they need; or that provide any of these services or supports.
10. **Criminal justice diversion programs.** Support pre-arrest or post-arrest diversion programs, or pre-trial service programs, that connect individuals involved or at risk of becoming involved in the criminal justice system to addiction treatment, recovery support, harm reduction services, primary healthcare, prevention, or other services or supports they need, or that provide any of these services or supports.
11. **Addiction treatment for incarcerated persons.** Support evidence-based addiction treatment, including Medication-Assisted Treatment with at least one FDA-approved opioid agonist, to persons who are incarcerated in jail or prison.
12. **Reentry Programs.** Support programs that connect incarcerated persons to addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need upon release from jail or prison, or that provide any of these services or supports.

## Budget Option 1

We anticipate that this budget option is required to ensure provision of PORT services as described in this proposal.

MAT services and PSS services will be available twelve hours per day, seven days per week.

This budget option includes:

- 12 hour CP coverage, 7 days per week
- 12 hour PSS coverage, 7 days per week
- A designated vehicle for the PORT
- All applicable supplies and technology for effective provision of services

YEAR	CATEGORY	ITEM	NARRATIVE	AMMOUNT
<b>YEAR 1</b>				
	SALARY/WAGE	(2) FTE Community Paramedics	Funds (2) FTE Community Paramedic positions with fringe benefits. Note: 3.75% increase added to each subsequent year in alignment with departmental step pay increase.	\$160,000.00
	SALARY/WAGE	(2) FTE Peer Support Specialists	Funds (2) FTE Peer Support Specialist positions with fringe benefits. Note: 3.75% increase added to each subsequent year in alignment with departmental step pay increase.	\$136,000.00
	OTHER	Response Vehicle	Chassis (\$27,134), lights/siren, graphics, console (\$8,595), screen partition/divider (\$1000), 800mHz Motorola Radio (\$7,500), slim antenna (\$90), portable charger (\$450), tax (\$814). Allows for the CP to respond to the scene of the active overdose and to provide daily treatment at location. Allows for transportation of patient for warm handoff at OTP site as needed.	\$44,583.00
	EQUIPMENT	Radio, Monitor, Laptop, and IPAD, Merit Pack,	Portable 800mhz Motorola Radio (\$5000) allows for safe communication between community paramedic, responding EMS units, and the 911 Center when responding. LifePak (\$36,250) and Meret bag for ALS response (\$1000), allowing for community paramedics to provide ALS intervention in event of patient emergency, laptop computer (\$2261)allows for data entry and real time referral to OTP as well as patient documentation. iPad (\$650) will provide the ability for virtual MAT visits through UNC ASAP or other OTP. Phone Service	\$50,161.00
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Provides adequate suboxone dosing for 40 unique patients annually throughout grant cycle (assuming 1 dose of suboxone = \$4.75). Includes supplies to carry suboxone, community naloxone kits)  NOTE: 25% increase in supplies added to each subsequent year of service	\$9,000.00
	SOFTWARE	Apricot User	(3) years of (4) users access to Apricot case management software	\$9,360.00
				<b>YEAR 1 TOTAL: \$409,104.00</b>
<b>YEAR 2</b>				
	SALARY/WAGE	(2) FTE Community Paramedic	Continuation with 3.75% increase	\$166,000.00
	SALARY/WAGE	(2) FTE Peer Support Specialists	Continuation with 3.75% increase	\$141,100.00
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Continuation with 25% increase	\$11,250.00
				<b>YEAR 2 TOTAL: \$318,350.00</b>
<b>YEAR 3</b>				
	SALARY/WAGE	(2) FTE Community Paramedic	Continuation with 3.75% increase	\$172,225.00
	SALARY/WAGE	(2) FTE Peer Support Specialists	Continuation with 3.75% increase	\$146,391.25
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Continuation with 25% increase	\$14,062.50
				<b>YEAR 3 TOTAL: \$332,678.75</b>
<b>TOTAL:</b>				<b>\$1,060,132.75</b>

## Attachment B

### Budget Option 2

This budget alternative will ensure seven day per week coverage by a PORT CP, but will limit PSS services to a standard Monday through Friday workweek.

With this option, there will be no limitation in the proposed ability to provide MAT services, but we anticipate a decrease in beneficiary engagement due to decreased availability of a PSS with lived experience.

This budget option includes:

- 12 hour CP coverage, 7 days per week
- 8 hour PSS coverage, 5 days per week
- A designated vehicle for the PORT
- All applicable supplies and technology for effective provision of services

YEAR	CATEGORY	ITEM	NARRATIVE	AMMOUNT	
<b>YEAR 1</b>					
	SALARY/WAGE	(2) FTE Community Paramedics	Funds (2) FTE Community Paramedic positions with fringe benefits. Note: 3.75% increase added to each subsequent year in alignment with departmental step pay increase.	\$160,000.00	
	SALARY/WAGE	(1) FTE Peer Support Specialist	Funds (1) FTE Peer Support Specialist position with fringe benefits. Note: 3.75% increase added to each subsequent year in alignment with departmental step pay increase.	\$68,000.00	
	OTHER	Response Vehicle	Chassis (\$27,134), lights/siren, graphics, console (\$8,595), screen partition/divider (\$1000), 800mHz Motorola Radio (\$7,500), slim antenna (\$90), portable charger (\$450), tax (\$814). Allows for the CP to respond to the scene of the active overdose and to provide daily treatment at location. Allows for transportation of patient for warm handoff at OTP site as needed.	\$44,583.00	
	EQUIPMENT	Radio, Monitor, Laptop, and IPAD, Merit Pack,	Portable 800mhz Motorola Radio (\$5000) allows for safe communication between community paramedic, responding EMS units, and the 911 Center when responding. LifePak (\$36,250) and Meret bag for ALS response (\$1000), allowing for community paramedics to provide ALS intervention in event of patient emergency, laptop computer (\$2261)allows for data entry and real time referral to OTP as well as patient documentation. iPad (\$650) will provide the ability for virtual MAT visits through UNC ASAP or other OTP. Phone Service	\$50,161.00	
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Provides adequate suboxone dosing for 40 unique patients annually throughout grant cycle (assuming 1 dose of suboxone = \$4.75). Includes supplies to carry suboxone, community naloxone kits)	\$9,000.00	
	SOFTWARE	Apricot User	NOTE: 25% increase in supplies added to each subsequent year of service (3) years of (3) users access to Apricot case management software	\$7,020.00	
				<i>YEAR 1 TOTAL:</i>	<i>\$338,764.00</i>
<b>YEAR 2</b>					
	SALARY/WAGE	(2) FTE Community Paramedic	Continuation with 3.75% increase	\$166,000.00	
	SALARY/WAGE	(1) FTE Peer Support Specialist	Continuation with 3.75% increase	\$70,550.00	
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Continuation with 25% increase	\$11,250.00	
				<i>YEAR 2 TOTAL:</i>	<i>\$247,800.00</i>
<b>YEAR 3</b>					
	SALARY/WAGE	(2) FTE Community Paramedic	Continuation with 3.75% increase	\$172,225.00	
	SALARY/WAGE	(1) FTE Peer Support Specialist	Continuation with 3.75% increase	\$73,195.63	
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Continuation with 25% increase	\$14,062.50	
				<i>YEAR 3 TOTAL:</i>	<i>\$259,483.13</i>
				<b>TOTAL:</b>	<b>\$846,047.13</b>

### Budget Option 3

This budget alternative will ensure seven day per week coverage by a PORT CP, but will not provide staffing of a PSS or a designated vehicle for the PORT.

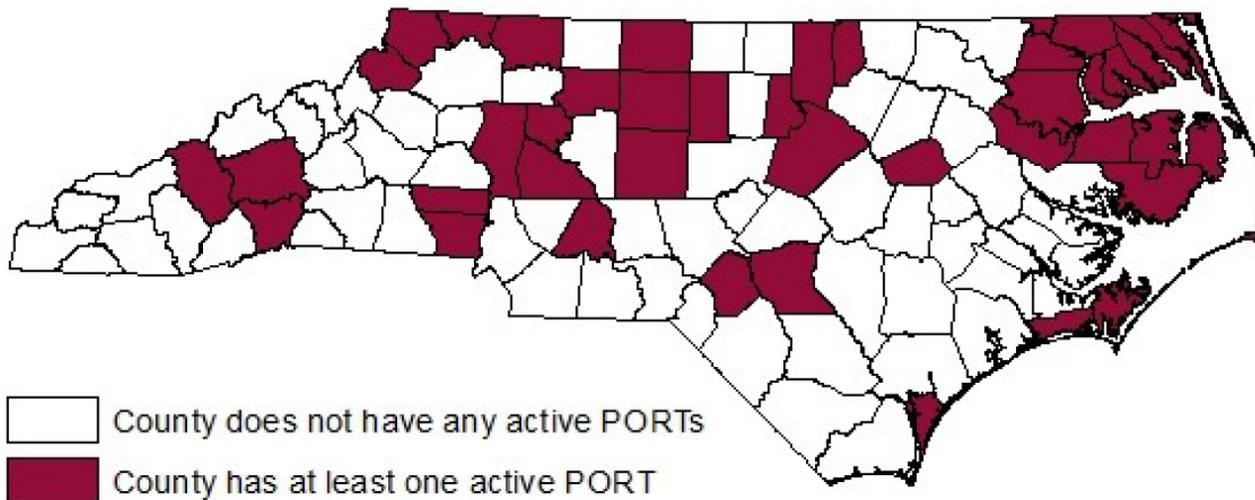
With this option, there will be limitations in the proposed ability to provide treatment services. In addition, beneficiary engagement will be placed solely on the CP due to no PSS availability. There will also be no designated vehicle for the PORT, and instead the PORT will be utilizing a shared EMS administrative vehicle with no guarantee of its availability. This budget option includes:

- 12 hour CP coverage, 7 days per week
- *No PSS coverage*
- *No designated vehicle*
- All applicable supplies and technology for effective provision of services

YEAR	CATEGORY	ITEM	NARRATIVE	AMMOUNT
<b>YEAR 1</b>				
	SALARY/WAGE	(2) FTE Community Paramedics	Funds (2) FTE Community Paramedic positions with fringe benefits. Note: 3.75% increase added to each subsequent year in alignment with departmental step pay increase.	\$160,000.00
	EQUIPMENT	Radio, Monitor, Laptop, and IPAD, Merit Pack,	Portable 800mhz Motorola Radio (\$5000) allows for safe communication between community paramedic, responding EMS units, and the 911 Center when responding. LifePak (\$36,250) and Meret bag for ALS response (\$1000), allowing for community paramedics to provide ALS intervention in event of patient emergency, laptop computer (\$2261)allows for data entry and real time referral to OTP as well as patient documentation. iPad (\$650) will provide the ability for virtual MAT visits through UNC ASAP or other OTP. Phone Service	\$45,161.00
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Provides adequate suboxone dosing for 40 unique patients annually throughout grant cycle (assuming 1 dose of suboxone = \$4.75). Includes supplies to carry suboxone, community naloxone kits  NOTE: 25% increase in supplies added to each subsequent year of service	\$9,000.00
	SOFTWARE	Apricot User	(3) years of (2) users access to Apricot case management software	\$4,680.00
				<b>YEAR 1 TOTAL: \$218,841.00</b>
<b>YEAR 2</b>				
	SALARY/WAGE	(2) FTE Community Paramedic	Continuation with 3.75% increase	\$166,000.00
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Continuation with 25% increase	\$11,250.00
				<b>YEAR 2 TOTAL: \$177,250.00</b>
<b>YEAR 3</b>				
	SALARY/WAGE	(2) FTE Community Paramedic	Continuation with 3.75% increase	\$172,225.00
	SUPPLIES & MATERIALS	Suboxone, Naloxone	Continuation with 25% increase	\$14,062.50
				<b>YEAR 3 TOTAL: \$186,287.50</b>
				<b>TOTAL: \$582,378.50</b>

## Attachment C

NC-DHHS. (2023) Post Overdose Response Teams Coverage Map. Retrieved from <https://www.ncdhhs.gov/about/department-initiatives/overdose-epidemic/first-responders>



Orange County Emergency Medical Services extends a special thank you to the following agencies and organizations that have indicated their full support and partnership through letters of support:

- *Orange County Health Department*
- *Orange County Criminal Justice Resource Department*
- *Hillsborough Recovery Solutions*
- *Orange County Department on Aging*
- *Orange Rural Fire Department*
- *Chapel Hill Police Department*
- *Carrboro Police Department*
- *Freedom House Recovery Center*
- *UNC Horizons*
- *Hillsborough Police Department*
- *Orange County Partnership to End Homelessness*
- *UNC School of Medicine*
- *UNC Addiction Medicine Program*
- *Orange County Housing Department*



# Opiate Overdose

**Policy:****Attachment E**

Patients who have experienced an isolated IV opiate overdose should be offered a variety of options to more appropriately manage their addiction.

**Purpose:**

The purpose of this policy is to:

- Ensure that the patient is offered various options for treatment of substance abuse.
- Provide harm reduction measures.

**Procedure:**

1. All patients must be over 18 years of age and must not have been in cardiac arrest during the incident.
2. The patient must regain a normal mental status and respiratory effort after the administration of Naloxone.
3. Transport to the Emergency Department should be offered to all patients.
4. For patients who decline transport to the Emergency Department, alternative destinations should be offered when possible. These options could include assistance with inpatient treatment centers such as Freedom House, outpatient facilities, mobile crisis solutions, addiction specialists, other local treatment options.
5. In order to decline transport, the patient must meet the following criteria:
  - a) Be 18 years or older
  - b) Maintain a GCS of 15
  - c) Fully alert and oriented
  - d) Be able to understand the risk of refusing transport, as described in Universal Protocol 1 (UP 1)
6. If the patient declines transport to the Emergency Department, an additional dose of 2mg Naloxone should be administered **IM** by EMS. A Naloxone kit should be left with the patient, family, and/or friends on the scene. EMS will provide education on how to use these kits.
7. In addition to the medication, the following items should be utilized when possible:
  - a) Offer to dispose of any dirty needles
  - b) Provide clean needles/syringes when possible
  - c) Refer to a community peer support team if available
  - d) Leave literature on resources for substance abuse treatment
  - e) Notification of policy utilization should be made to the EMS Operations Manager via email after any naloxone kits are distributed.



# MAT Initiation Attachment F



## History

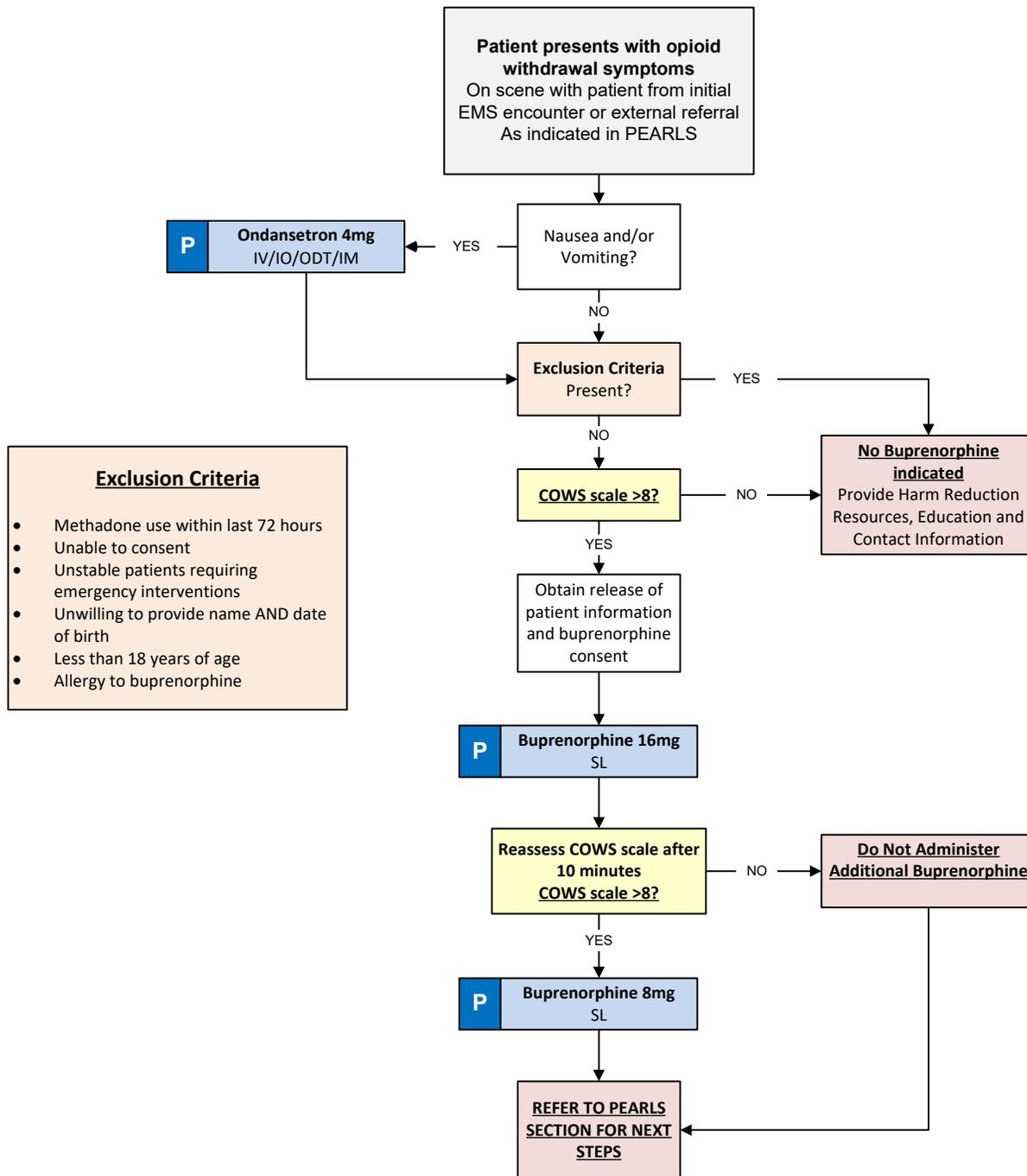
- Opiate use disorder
- Recent use of opiate (IV or oral)

## Signs and Symptoms

- Nausea/vomiting/diarrhea
- Chills
- Restlessness
- Mydriasis
- Body Aches
- Runny Nose

## Differential

- Viral or Bacterial Infection
- Opiate Withdrawal
- Alcohol Withdrawal





## COWS Clinical Opiate Withdrawal Scale

<p><b>Resting Pulse Rate</b> <i>Measured after patient is sitting or lying for one minute</i></p> <ul style="list-style-type: none"> <li>0 80 or less</li> <li>1 81-100</li> <li>2 101-120</li> <li>4 Greater than 120</li> </ul>	<p><b>GI Upset</b> <i>over last 1/2 hour</i></p> <ul style="list-style-type: none"> <li>0 No GI symptoms</li> <li>1 Stomach cramps</li> <li>2 Nausea or loose stool</li> <li>3 Vomiting or diarrhea</li> <li>5 Multiple episodes of diarrhea or vomiting</li> </ul>
<p><b>Sweating</b> <i>over last 1/2 hour not accounted for by room temperature or patient activity</i></p> <ul style="list-style-type: none"> <li>0 No reports of chills or flushing</li> <li>1 Subjective report of chills or flushing</li> <li>2 Flushed or observable moistness on face</li> <li>3 Beads of sweat on brow or face</li> <li>4 Sweat streaming off face</li> </ul>	<p><b>Tremor</b> <i>observation of outstretched hands</i></p> <ul style="list-style-type: none"> <li>0 No tremor</li> <li>1 Tremor can be felt, but not observed</li> <li>2 Slight tremor observable</li> <li>4 Gross tremor or muscle twitching</li> </ul>
<p><b>Restlessness</b> <i>observation during assessment</i></p> <ul style="list-style-type: none"> <li>0 Able to sit still</li> <li>1 Reports difficulty sitting still, but is able to do so</li> <li>3 Frequent shifting or extraneous movements of legs/arms</li> <li>5 Unable to sit still for more than a few seconds</li> </ul>	<p><b>Yawning</b> <i>observation during assessment</i></p> <ul style="list-style-type: none"> <li>0 No yawning</li> <li>1 Yawning once or twice during assessment</li> <li>2 Yawning three or more times during assessment</li> <li>4 Yawning several times/minute</li> </ul>
<p><b>Pupil Size</b></p> <ul style="list-style-type: none"> <li>0 Pupils pinned or normal size for room light</li> <li>1 Pupils possible larger than normal for room light</li> <li>2 Pupils moderately dilated</li> <li>5 Pupils so dilated that only the rim of iris is visible</li> </ul>	<p><b>Anxiety or Irritability</b></p> <ul style="list-style-type: none"> <li>0 None</li> <li>1 Patient reports increasing irritability or anxiousness</li> <li>2 Patient obviously irritable or anxious</li> <li>4 Patient so irritable or anxious that assessment participation is difficult</li> </ul>
<p><b>Bone or Joint Aches</b> <i>If patient was having pain previously, only the additional component attributed to opiate withdrawal is scored</i></p> <ul style="list-style-type: none"> <li>0 Not present</li> <li>1 Mild diffuse comfort</li> <li>2 Patient reports severe diffuse aching of joints/muscles</li> <li>4 Patient rubbing joints or muscles, unable to sit still because of discomfort</li> </ul>	<p><b>Runny Nose or Tearing</b> <i>Not accounted for by cold symptoms or allergies</i></p> <ul style="list-style-type: none"> <li>0 Not present</li> <li>1 Nasal stuffiness or unusually moist eyes</li> <li>2 Nose running or tearing</li> <li>4 Nose constantly running or tears streaming down cheeks</li> </ul>
<p><b>Gooseflesh Skin</b></p> <ul style="list-style-type: none"> <li>0 Skin is smooth</li> <li>3 Skin piloerection can be felt, or hairs standing up on arms</li> <li>5 Prominent piloerection</li> </ul>	<p><b>Total Score:</b> _____</p> <p><i>The total score is the sum of all 11 items</i></p>



## Pearls

**THIS PROTOCOL CAN ONLY BE UTILIZED BY COMMUNITY PARAMEDICS, EMS SUPERVISORS, EMS-1 OR EMS-2.**

### **EMS Supervisor:**

- If unable to respond to scene, contact shall be attempted with EMS-1 or EMS-2 if within standard business hours, M-F
- **Following initiation of MAT, contact Community Paramedic Coordinator immediately at 919-441-2659 to ensure treatment continuation. If unable to reach, provide email containing applicable information of intervention and flagged as 'high importance'.**

## **Alternative Patient Origin:**

### **LANTERN:**

In the event that a client is referred from Criminal Justice Resource Department's LANTERN Project for a gap in treatment access at jail release, that person may be continued on their prescribed dosage of buprenorphine for up to 7 days from the last available dose of the medication supplied at release. This pathway does not require a COWS scale to be performed.

**Upon receiving referral from LANTERN, the Community Paramedic Coordinator is responsible for confirming the following prior to initiation of MAT:**

- **Patient's prescribed Buprenorphine dosage at release from Detention Center**
- **Patient is active client of LANTERN and is being connected to ongoing treatment by LANTERN staff**

**Buprenorphine can not be administered without both of the previous criteria in place.**

## Grow Your World Opioid Settlement Fund Proposal

**Option A Mitigation Strategy: 1. Collaborative Strategic Planning, Activities A** (Engage Diverse Stakeholders), **F** (Identify and Explore Root Causes), & **L** (Identify Organizations)

In collaboration with community partners throughout Orange County, Grow Your World proposes to address Option A Mitigation Strategy #1. [Collaborative Strategic Planning](#) to address The Urgent Need to Focus on Orange County Youth.

Grow Your World proposes to use these funds in three complementary ways:

- 1) serve 60 youth through an arts-based mentorship and diversion program (INKounter) for youth who are justice-involved, justice-impacted or at risk of disconnection;
- 2) provide 180 slots to Orange County middle school youth to participate in community-based after school enrichment programming (Grow Your World After School); and
- 3) provide materials and training to 300 youth-serving community members to equip them to better support youth facing the opioid crisis.

Each program is described in greater detail below.

### **1. INKounter: Arts-based + mentorship diversion programming**

INKounter is our arts-based mentorship program, which serves as an alternative to court involvement for referred youth in Orange County. Working closely with school counselors, court counselors, and judges, we provide a creative outlet and positive mentorship experiences for young individuals. Through various artistic mediums, we encourage self-expression, personal development, and the exploration of individual talents.

Funds from the Opioid Settlement Funding will support sixty (60) youth to participate in INKounter, receiving an average of 25 one-on-one mentorship hours with an artist-mentor, tailored resources and support developing a network of support. Youth will also have the opportunity to join Grow Your World, After School as part of their support plan.

### **2. Grow Your World After School: Community-based after school enrichment programs**

Grow Your World After School provides a safe and inclusive environment for youth to learn, grow, and have fun. We provide mental, emotional, and physical enrichment through small group ratios (1 staff: 4 youth), facilitated workshops, hands-on experiences, tutoring support, and arts enrichment.

Grow Your World After School will be based at The ArtsCenter (Carrboro) and Eno Arts Mill (Hillsborough) to ensure we are reaching youth across Orange County.

Funds from the Opioid Settlement Funding will support 180 youth slots in prosocial after school programming. Each young person will receive 120 small group programming hours aimed at lessening Risk Factors, reducing opportunity deficits, and remediating learning loss.

**3. Community Training: Stipends and materials to train and equip the youth-serving community**

Education is one of the ways studies state we can combat the crisis. One study published in the National Library of Medicine noted, “Experts suggest that prevention efforts should aim to increase knowledge of the risks associated with opioid misuse and decrease stigma against those suffering from opioid misuse. ([Source](#))

Decreasing stigma about opioid dependence among the youth-serving community can help support youth suffering from the impacts of the opioid crisis. since the [Good Samaritan Law](#) has passed, we believe equipping people with training on naloxone use and other opioid overdose prevention is vital to protect youth.

Funds from the Opioid Settlement Funding will support stipends for at least 300 youth-serving community members to receive training and offset costs associated with participation.

<b>Grow Your World Opioid Settlement Funds Proposed Budget</b>				
Year 1 (Jan-Dec 2024) and Year 2 (Jan-Dec 2025)				
<b>Expenses</b>				
Line Item: Description				
<b>Program Budgets</b>				
<b>INKounter</b>				
<b>Staffing</b>	<b>Explanation</b>	<b>Year 1 Budget</b>	<b>Year 2 Budget</b>	
<b>Artist-Mentor Stipend:</b> Provides a monetary stipend so each participant receives mentorship from a local artist	Provides stipends for 30 mentors at \$500 per INKounter Project. Students receive an average of 30 mentorship hours during their project.	\$15,000.00	\$15,000.00	
<b>Program Coordinators:</b> Provide funding to INKounter staff to track INKounter project progression, research additional community supports for families, and provide support to mentors and program supervisor to ensure program is running effectively.	Positions are filled by UNC Work Study Students, who receive \$15/hour. Students typically work 5-10 hours per week.	\$9,000.00	\$9,000.00	
<b>Court and School Liaison:</b> Staff provision of court and in-school support for justice-involved youth.	Positions are filled by UNC Work Study Students, who receive \$15/hour. Students typically work 5-10 hours per week.	\$8,700.00	\$8,700.00	
<b>Program Supervision:</b> Provide program oversight, management, training and supervision. Coordinate programming and design, update and maintain curriculum to meet market needs and ensure materials are accessible to the target audience. This position would also provide outreach in OCS for in-school club, targeted community spaces such as Gateway Community and large-group speaking opportunities	Position is filled by Soteria Shepperson, Co-Founder and Co-Director of Grow Your World and INKounter creator. Pays \$30/hour for 10 hours a week.	\$15,600.00	\$15,600.00	
<b>Supplies</b>				
<b>Materials/Family Stipend:</b> Provides a material stipend for each project so the material needed does not come out of mentor's materials.	Provides \$200 per family.	\$6,000.00	\$6,000.00	
<b>Workbooks:</b> High quality, tailored materials for each participant that walks them through learnings and tracks growth over time. Measures are used for program development and enhancement.	Provides 30 workbooks at \$25 per workbook.	\$750.00	\$750.00	
<b>Food:</b> We provide a food budget to allow mentors and students to share meals as a way of facilitating the mentorship relationship.	Provides \$100 stipend per INKounter project.	\$3,000.00	\$3,000.00	
<b>Transportation:</b> Transportation is key to ensuring access to mentorship opportunities for people who are justice-involved, justice-impacted and/or at-risk of disconnection. We provide stipends for transportation to ensure this is not a barrier to access.	Provides \$100 stipend per INKounter project.	\$3,000.00	\$3,000.00	
<b>Operating and Indirect Costs</b>				
<b>Background Checks:</b> Provide background checks for mentors	Provides up to 60 background checks to ensure all adults participating in mentoring are fully vetted.	\$1,050.00	\$1,050.00	
<b>Payroll Fees and Taxes:</b> Pays for employer portion of payroll taxes along with monthly payroll fees associated with our payroll service.	Provides .075% of payroll costs for employer taxes, and includes \$6 per employee for the length of their employment for payroll fees.	\$3,800.63	\$3,800.63	
<b>Total Cost</b>		<b>\$65,900.63</b>	<b>\$65,900.63</b>	
<b>Total Minimum People Directly Impacted</b>		<b>65</b>	<b>65</b>	
<b>Total Minimum Youth Directly Impacted</b>		<b>30</b>	<b>30</b>	
<b>Total Cost Per Youth</b>		<b>\$2,196.69</b>	<b>\$2,196.69</b>	
<b>Grow Your World, After School @ Eno Arts Mill (Hillsborough, NC)</b>				
<b>Staffing</b>	<b>Explanation</b>	<b>Year 1 Budget</b>	<b>Year 2 Budget</b>	
<b>Facilitators:</b> Provide workshops to students to create exposure opportunities to a variety of professional and artistic outlets.	2 facilitators per week for 30 weeks of programming. Each day of programming provides \$30/hour for implementation and a \$40 stipend for pre-planning	\$4,200.00	\$4,200.00	
<b>Program Coordinator:</b> Oversees daily functioning of the program and all aspects of implementation. Manages communications with family, facilitators and staff.	1 lead coordinator @ \$30/hour for 15 hours per week to organize schedule, communicate with families, supervise program, and train staff.	\$13,500.00	\$13,500.00	
<b>Counselors:</b> Supports daily functioning of the program, providing mentorship and support to youth.	6 counselors @ \$15/hour everyday of programming to ensure 1:4 youth ratio for 30 weeks of programming	\$21,600.00	\$21,600.00	
<b>Food</b>	\$150 food stipend per week for healthy afterschool snacks	\$4,500.00	\$4,500.00	
<b>Materials</b>	\$50 materials stipend per daily workshop; 2 workshops/week for 30 weeks	\$3,000.00	\$3,000.00	
<b>Transportation:</b> Transportation is key to ensuring access to mentorship opportunities for people who are justice-involved, justice-impacted and/or at-risk of disconnection. We provide stipends for transportation to ensure this is not a barrier to access.		\$3,000.00	\$3,000.00	
<b>Operating and Indirect Costs</b>				
<b>Background Checks:</b> Provide background checks for mentors		\$1,050.00	\$1,050.00	
<b>Payroll Fees and Taxes:</b> Pays for employer portion of payroll taxes along with monthly payroll fees associated with our payroll service.		\$3,800.63	\$3,800.63	
<b>Rental Space:</b> Provides access to Arts Space in the Eno Arts Mills twice weekly.	\$35/hour for 6 hours per week for 30 weeks	\$6,300.00	\$6,300.00	
<b>Total Cost</b>		<b>\$60,950.63</b>	<b>\$60,950.63</b>	
<b>Total Minimum People Directly Impacted</b>		<b>121</b>	<b>121</b>	
<b>Total Minimum Youth Directly Impacted</b>		<b>48</b>	<b>48</b>	
<b>Cost Per Youth</b>		<b>\$1,269.80</b>	<b>\$1,269.80</b>	
<b>Grow Your World, After School @ The ArtsCenter (Carrboro, NC)</b>				
<b>Staffing</b>	<b>Explanation</b>	<b>Year 1 Budget</b>	<b>Year 2 Budget</b>	
<b>Facilitators:</b> Provide workshops to students to create exposure opportunities to a variety of professional and artistic outlets.	2 facilitators per week for 30 weeks of programming. Each day of programming provides \$30/hour for implementation and a \$40 stipend for pre-planning	\$4,200.00	\$4,200.00	
<b>Program Coordinator:</b> Oversees daily functioning of the program and all aspects of implementation. Manages communications with family, facilitators and staff.	1 lead coordinator @ \$30/hour for 15 hours per week to organize schedule, communicate with families, supervise program, and train staff.	\$13,500.00	\$13,500.00	
<b>Counselors:</b> Supports daily functioning of the program, providing mentorship and support to youth.	3 counselors @ \$15/hour everyday of programming to ensure 1:4 youth ratio for 30 weeks of programming	\$16,200.00	\$21,600.00	
<b>Food</b>	\$150 food stipend per week for healthy afterschool snacks	\$4,500.00	\$4,500.00	
<b>Materials</b>	\$50 materials stipend per daily workshop; 2 workshops/week for 30 weeks	\$3,000.00	\$3,000.00	
<b>Transportation:</b> Transportation is key to ensuring access to mentorship opportunities for people who are justice-involved, justice-impacted and/or at-risk of disconnection. We provide stipends for transportation to ensure this is not a barrier to access.		\$3,000.00	\$3,000.00	

<b>Operating and Indirect Costs</b>			
<b>Background Checks:</b> Provide background checks for mentors		\$1,050.00	\$1,050.00
<b>Payroll Fees and Taxes:</b> Pays for employer portion of payroll taxes along with monthly payroll fees associated with our payroll service.		\$3,800.63	\$3,800.63
	<b>Total Cost</b>	<b>\$49,250.63</b>	<b>\$54,660.63</b>
	<b>Total Minimum People Directly Impacted</b>	<b>106</b>	<b>121</b>
	<b>Total Minimum Youth Directly Impacted</b>	<b>36</b>	<b>48</b>
	<b>Cost Per Youth</b>	<b>\$1,368.07</b>	<b>\$1,138.55</b>
<b>Community Trainings:</b>			
<i>Naloxone Training (Offered in person and online), Naloxone and Hands-On CPR (Offered in person), and Mental Health First Aid (Offered in person and online)</i>			
<b>Description</b>	<b>Explanation</b>	<b>Year 1 Budget</b>	<b>Year 2 Budget</b>
<b>Training Stipends:</b> Ensures individuals who would otherwise not be able to attend due to missed income and/or inability to access transportation and/or childcare.	Offers up to \$75 stipend to at least 100 people.	\$7,500.00	\$7,500.00
<b>Naloxone Distribution Kits:</b> Ensures youth providers have access to Naloxone after training.	50 Naloxone kits at \$45/kit + tax	\$2,418.75	\$2,418.75
<b>Distribution Budget:</b> Ensures distribution of Naloxone kits to youth providers	Covers transportation for naloxone drop-offs.	\$250	\$250
Marketing: Ensures our trainings are marketed in the communities most impacted.	Provides printing, social media costs, and graphic design costs.	\$500	\$500
	<b>Total Community Trainings Cost</b>	<b>\$10,668.75</b>	<b>\$10,668.75</b>
	<b>Total Minimum People Directly Impacted</b>	<b>150</b>	<b>150</b>
<b>Totals Across For Each Year</b>			
	<b>Total Cost Across All Projects</b>	<b>\$186,770.64</b>	<b>\$192,170.64</b>
	<b>Total Minimum People Directly Impacted</b>	<b>442</b>	<b>457</b>
	<b>Total Minimum Youth Directly Impacted</b>	<b>114</b>	<b>126</b>
<b>Totals Across Both Years</b>			
	<b>Total Cost</b>	<b>\$378,941.28</b>	
	<b>Total Minimum People Directly Impacted</b>	<b>899</b>	
	<b>Total Minimum Youth Directly Impacted</b>	<b>240</b>	

## **Orange County Opioid Settlement Fund Proposal**

being submitted by:

### **The Transition Support and Recovery Collaborative**

A Pilot, Peer Supporting Initiative for those Engaged in Opioid Recovery,  
Harm Reduction, Comorbidity Support, and Successful Reentry from  
Incarceration

Collaborative Led by

**Wounded Healers of NC**

and including partners

**Offer House**

**Reentry House Plus**

**Success While in Transition**

Orange County Opioid Settlement Fund proposal being submitted by:

**The Transition Support and Recovery Collaborative**

A Pilot, Peer Supporting Initiative for those Engaged in Opioid Recovery, Harm Reduction, Comorbidity Support, and Successful Reentry from Incarceration

The Transition Recovery and Support Collaborative (TSRC) is a five-partner mutual effort to provide direct *Recovery Support Services*<sup>1</sup> and *Reentry Programs*<sup>2</sup> to those with opioid use disorders, related substance use disorders and other comorbidities. TSRC's role is to collaboratively augment and extend clinical and other traditional evidence-based addiction treatment services for these disorders and comorbidities. The Collaborative is led by Wounded Healers of North Carolina (a 501(c)(3)). TSRC also includes the following organizations described further below: Offer House; Success While in Transition (SWIT); Reentry House Plus; and STSG Reentry House.

Wounded Healers Board Chair and Grant contact: Dorel Clayton; woundedhealersnc@gmail.com; (919) 282-7901; <http://woundedhealersnc.org/>

Service Area, Target Audience and Demographics: Orange County residents to be served: 200. This includes those who may be incarcerated or reentering the community following incarceration. Most TSRC program leaders and staff will be those with lived experience of incarceration. All TSRC direct service program providers will have lived experience of incarceration and the majority will also have lived experience with the targeted disorders. All direct service providers will become NC Certified Peer Support Specialists. Reflecting those to be served, most participants and providers will be Black/African American and male, although we anticipate a substantial percentage will European American and female.

Funding Request: \$165,170 for Year 1 and \$165,630 for year 2.

(Note: A mirror request is being made to Durham County's Opioid Settlement Funds. During this grant program there will be some fluidity in programming and related staffing carried out in Durham and Orange Counties. For example, someone released from Orange Correctional Center and entering transitional housing in Orange County may eventually move to Durham during their reentry. Further, the Director of Collaborative Operations may be funded to oversee work in both counties. The TSRC will carefully allocate funds so that: 1) programming in Durham County is charged to funding sources from/targeting Durham County, 2) programming in Orange County is charged only to funding sources from/targeting Orange County; 3) we will avoid any duplication of effort; and 4) there will be no double-charging or duplication in funding. We will keep discrete financial accounts for our work in each county, and both will be open for inspection.)

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<sup>1</sup> Memorandum Of Agreement, Exhibit A3, page 1.

<sup>2</sup> Memorandum Of Agreement, Exhibit A12, page 2.

**Overarching Goal and Its Achievement.** TSRC seeks to make its direct service, reentry support programming broad and robust enough to make a difference in the success in the transition of those persons recently released from incarceration, especially as it relates opioid-related substance use disorders and comorbidities. To that end, TSRC employs strength-based approaches that promote reduction of harm and desistance (*that is, adoption of a law-abiding identity*). TSRC's program theory is that multiple intensive peer support interventions, when structured, systematic, networked, and provided with sufficient length and intensity, can improve adoption of recovery and harm reduction living, as well as a successful transition to the community, and reduce recidivism and post-release morbidity and mortality. TSRC will collaboratively supplement and support existing SUD and related services for persons with opioid disorders, related substance use disorders, and comorbidity.

Success in these areas is intimately tied to other aspects of successful transition and reentry: housing, financial stability, community embeddedness and engagement, and psycho-social-cultural transition and support. While not providing this full array of services, TSRC will be a force for broad integrative collaboration among all Orange County service providers. TSRC will leverage its own programming with other interventions such as professional SUD treatment to reinforce and increase the longevity and effectiveness of all reentry support systems. TSRC's aim is neither to duplicate nor compete with others' services, but to enable returnees from incarceration to experience the constellation of support as consistent, holistic, cohesive, community-based and deeply infused with the wisdom of lived experience.

In the long term, TSRC seeks to create a sustainable collaborative capable of expanding over time in both programming scope and geographical footprint.

**Target Population.** The Transition Support and Recovery Collaborative's (TSRC) target populations comprised of persons who have experience with opioid use disorders and related substance use disorders and comorbidities who are preparing to return, are transitioning, or who have recently returned from incarceration to the Orange County community. This includes those in, or returning from, incarceration from Orange County Detention Center, Orange Correctional Center, and the North Carolina Correctional Institution for Women. Most participants will be Black/African American and male though we anticipate substantial percentages will European American and female. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), "approximately 17 percent of people incarcerated in state prisons and 19 percent of people incarcerated in jails report regular opioid use." Further, according to the Federal Bureau of Prisons, nearly half of those in prison (44.5%) are there related to "drug offenses."

The National Institute on Drug Abuse states, "85% of the prison population has an active substance use disorder or were incarcerated for a crime involving drugs or drug use." (2020)

### North Carolinas Experience

"A recent study in North Carolina found that, in the first two weeks after being released from prison, former inmates were 40 times more likely to die of an opioid overdose than someone in the general population.

When restricted to heroin overdoses only, formerly incarcerated individuals' likelihood of overdose death increased to 74 times the norm within the first two weeks after release. Even an entire year after release, overdose death rates remained 10-18 times higher among formerly incarcerated individuals as compared to the general N.C. population."

According to Shabbar Ranapurwala, PhD, assistant professor in the Gillings School's Department of Epidemiology, "Preventing overdose deaths and treating substance use disorders in formerly incarcerated people *may prevent the spread of the epidemic in the general population.*"

'In North Carolina, between 22,000 and 27,000 individuals are released from prison each year. These individuals are particularly vulnerable to the opioid epidemic for three key reasons. First, *two-thirds* of them already have a substance use disorder (which is classified as a mental health condition...). In fact, many former inmates initially were imprisoned for offenses that stemmed from substance use.

Second, formerly incarcerated individuals undergo forced withdrawal during incarceration, and therefore have a very low tolerance when released from prison. Finally, there are few support systems in place for most inmates upon release – this includes a lack of access to health care.

"A host of other problems like stigmatization, loss of dignity, loss of family for some, and discrimination in housing and employment only compound existing substance use problems," Ranapurwala explained. "This leads to premature deaths."

"As a society, we do not do enough to rehabilitate formerly incarcerated individuals back into our world," he added. "What's more, both medically and scientifically, we know that substance use disorder is a health condition – an illness."

(Former inmates at high risk for opioid overdose following prison release, July 19, 2018. Gillings School of Global Public Health communications team. These findings, published online July 19 by the American Journal of Public Health).

*Italics added.*

While the exact proportion of residents of North Carolina correctional facilities who have a history of opioid abuse is unknown, a very high percentage of the nation's prison and jail population suffers from drug addiction. The Bureau of Justice Statistics (BJS) estimated in 2017 that two-thirds of offenders held in state prisons and local jails had substance abuse problems. Further, a 2016 study estimated that between 24 and 36 percent of all opioid-dependent adults cycle in and out of jails each year, demonstrating the need to break this vicious cycle of dependence, criminal behavior, and incarceration.<sup>3</sup>

**Reentry Partners, Collaborations and Services:** This Collaborative involves five partner organizations, four of which are relevant to this Orange County proposal. Each partner will assign a Collaborative Leader/Liaison for its organization. Together, these liaisons will constitute the TSRC leadership team.

<sup>3</sup> <https://www.prisonlegalnews.org/news/2019/sep/5/opioid-epidemic-impacts-prisons-and-jails/>

Each partner will maintain its independent status and communicate and collaborate with the Director of Collaborative Operations (DCO) for matters pertaining to the collaborative. All partners will assist in recruiting people to serve both as TSRC mentors, trainers, and participants. The initial partners are:

**1. Wounded Healers of North Carolina**, the lead organization, will assign overall administrative, cross-collaborative, and programming integration responsibilities to its Director of Collaborative Operations. WHNC will maintain all centralized records, monitor referrals, and coordinate mentor-matching and programming activities with partners. It will also be responsible for grant accounting and reporting.

**2. Offer House** will develop and seek NC state certification for a new, innovative reentry-specific Peer Support Training and Certification program. Currently, there is no such credentialing in NC. With permission, Offer House will use the state and/or nationally approved curriculum, materials and methods developed by Dr. Sandra Smith at Via Hope in Austin, TX as the basis for the NC training and certification program. It will also train peer support mentors with lived experience of incarceration and substance use disorders to assist and support others with reentry needs and guidance in social and cultural acclimation, overcoming barriers to reentry, and mental health needs. These needs may be related to depression, *post incarceration disorder* (PID), a form of PTSD<sup>4</sup>

**3. Success While In Transition (SWIT)** will conduct its reentry training course based on 21 principles its leaders identified through lived experience in successful reentry. The SWIT training manual and methods are designed for use throughout TSRC initiatives, and to be exported to other reentry initiatives. Though we have explored reentry programs nationally, TSRC is unaware of any similar programs focusing on reentry skill development that include behavioral, social, cultural, and community integration components. These will complement the treatments and services being provided by local SUD treatment and support practitioners.

**4. Reentry House Plus** will provide transitional living and support for those recently returned, make cross organizational referrals, provide venues for TSRC programming for those within and outside its house, and promote participation in all TSRC events.

**5. STSG Reentry House** (not to be funded under this grant) will provide transitional living and support for those recently returned, make cross organizational referrals, provide venues for TSRC programming for those within and outside its house, and promote participation in all TSRC events. These will occur in Durham.

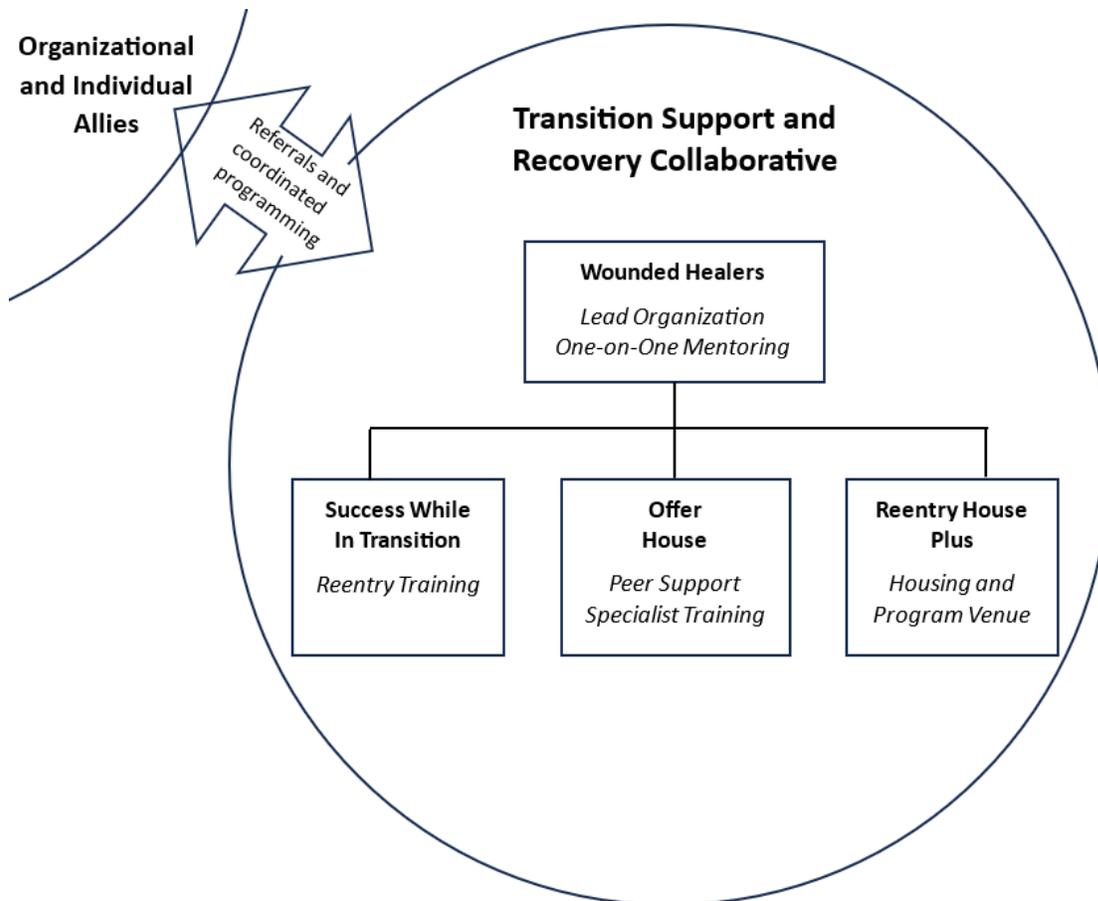
**Other collaborations:** The Collaborative will build on and strengthen close networking relationships with organizations separately serving the target population. These will include:

- Medically Assisted Treatment (MAT) programs;
- In- and out-patient treatment programs for opioid and other substance use disorders (SUD);
- Local health departments, including their prevention and harm reduction initiatives;
- Narcotics Anonymous and similar programs;
- County-based Criminal Justice Resource Programs, jails, prisons, and diversion programs; and

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<sup>4</sup> Facer-Irwin, E., Blackwood, N. J., Bird, A., Dickson, H., McGlade, D., Alves-Costa, F., & MacManus, D. (2019). PTSD in prison settings: A systematic review and meta-analysis of comorbid mental disorders and problematic behaviors. *PLoS one*, 14(9), e0222407.

- Other programming including that targeting mental and physical health comorbidities.



TSRC will create and maintain referral systems and cooperative relationships with others such as staffs/programmers in the above jails and prisons, treatment programs, programs serving incarcerated or recently reentering persons (e.g., with Melinda Thompson-King the Regional Director of Treatment Accountability for Safer Communities (TASC) and Regional Coordinating Entities in Orange County; the Lantern Project (Orange County), the Formerly Incarcerated Transition Program (FIT), Freedom House (in Orange), Health Departments, volunteers, peers, etc.). While the preferred onset of support is six months prior to release, TSRC services will occur in all pre- and post-release phases of reentry where it has access.

**Programming.** TSRC will integrate the following programming to maximize its effectiveness and to assist in creating a more holistic reentry support community. This programming will include:

**1. Creating a Cadre of Certified Peer Support Specialists.** TSRC partner, Offer House, will train those with lived experience of incarceration using NC state-certified peer support specialist trainers and a NC state-approved curriculum. Those completing this program will also be trained in Wellness Recovery Action

Planning (WRAP). For those who successfully complete these two programs, Offer House will assist them in obtaining the status of NC Certified Peer Support Specialist (CPSSs)<sup>5</sup>. Offer House will also assist CPSSs in their annual recertification. CPSSs will be the foundation of TSRC programming.

**2. Creating Additional Peer Support Trainers.** Success While In Transition (SWIT) will prepare persons with lived experience of incarceration as additional SWIT trainers. There will be cross-training for all TSRC trainers to become NC Certified Peer Support Specialist (CPSSs) and thus able to lead groups of participants and serve as one-on-one mentors.

**3. Reentry/Transition Workshops.** TSRC partner, SWIT, will engage TSRC participants in 22 structured workshops covering 21 key principles/topics. The locally developed course includes subject matter that is deemed key by those with long-term success in reentry and transition. This training, using a continuous improvement process, is being developed by a SWIT Curriculum Team with lived experience of substance use disorders, incarceration, and successful reentry, and assisted by a Doctor of Public Health. The training is designed to increase participants' individual and collective capacities for success in treatment, harm reduction, addressing comorbidities and reentry into the community. (See Sample Training Module, attached)

**4. One-on-One Reentry/Recovery/Harm Reduction/Transition Mentoring.** Wounded Healers of NC (WHNC) will engage TSRC participants in One-on-One Peer Mentoring using a Wellness Recovery Action Planning (WRAP) model that will focus on successful transition and reentry, and recovery and/or harm reduction. WRAP is a personal mental health recovery plan designed to: a) decrease and prevent intrusive or troubling feelings and behaviors; b) increase personal empowerment; c) improve quality of life; and d) assist mentees in achieving their own life goals and dreams. Mentors will provide specific support to those in treatment programs and engaged in harm reduction, will address comorbidities, and will also support those who are grappling with reentry into the community. Mentors will also attend SWIT reentry trainings with TSRC participants and work with participants to integrate WRAP goals, learnings from SWIT trainings, life experiences, and community engagement.

**5. Reentry Housing.** Reentry House Plus (in Hillsborough) will each prioritize enrolling its residents into TSRC programming as well as accepting TSRC participants as residents. The house will strongly encourage residents to participate in all TSRC programming and to create a culture consistent with belonging to a Reentry Community. More, broadly, the houses will serve as a TSRC programming venue for non-residents of the house as well.

### **Goal and Objectives.**

**Goal: To provide the target population with support** sufficient to enhance their capacities for successful harm reduction/recovery, reentry, and desistance (*that is, adoption of a law-abiding identity*), and therefore, harm reduction, reduce return-to-use, rearrest, and recidivism. In doing so, this initiative will work with the full constellation of community organizations and government entities to address comorbidities, socio-cultural transformation from incarceration norms to those of a healthy community, and to satisfy participants' basic needs for healthy living (e.g., jobs, training and basic income, affordable and accessible housing, healthy community reintegration, etc.).

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<sup>5</sup> Memorandum Of Agreement, Exhibit B. B2, p 4. Provide the full continuum of care of treatment and recovery services for OUD and any cooccurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.

Objectives. By the end of the 2024 fiscal year, TSRC will have:

**1. Mentoring.**

By the end of the XX fiscal year, we will have:

- A. Populated Orange and Durham counties with 24 state Certified Peer Support Specialists (12/year) for whom TSRC will have paid training and certification fees and enlisted them into a reentry/SUD community of support.
- B. Advanced the peer support competencies of 24 TSRC CPSSs (12/year) with on-the-job training including co-facilitating peer support groups, co-mentoring, and providing opportunities to participate in community engagement. We will team new certified CPSSs with experienced mentors for six months of mentoring-of-mentors.
- C. Engaged 30 participants in one-on-one peer support mentoring (12 participants/yr1 and 18 for yr2 for 26 weeks/participant; 3 - 6 hours/week (this will include two mentoring sessions per week, and when possible and appropriate, accompany participants in transition training sessions.
- D. TSRC staff will have developed and piloted a Reentry Peer Support Specialist (ReCPSS) curriculum and submitted it to the NC governing body at the UNC School of Social Work for accreditation.

**2. Reentry Acclimation Course.**

By the end of the 2024 fiscal year, TSRC will have:

- A. Completed the upgrade of and piloted all 22 training modules.
- B. Conducted “train-the-trainer” sessions led by two Master Peer Support Workshop Leaders to prepare candidates (3 /year) to lead the Reentry Acclimation Course. These Leaders will have also supervised these candidates in “student teaching” to fully prepare them, as pairs, to independently lead the Course.
- C. Engaged 30 TSRC participants (e.g., three classes of 10) in 22 structured workshops (two hours each) covering key community acclimation principles/topics. A Curriculum Team, composed of both those with lived experience of successful reentry and Doctor of Public Health, developed the course materials and methods and will use proven methods to continuously improve.

**Collaborative Strengths.** Successful recovery from prison is a heroic act. Prison is an ongoing ritual of dehumanization that takes a toll day after day, month after month, and year after year. For many, it is decade after decade. Accordingly, a major function of TSRC is to support reentrants at chipping away at the psycho-social, cultural, and economic aspects of prison life to reinvigorate returnees’ sense of identity and value as self-regulating, community-engaged, empowered, and decision-making individuals. Essential to these processes of “re-humanization” and reintegration are the knowledge, skills, and capacities of those who have already successfully made the re-entry journey and are poised to “give back.” They are our collaborative’s central source of power. Prolonged and intense direct service in these areas is designed to supplement and leverage the effects of practitioner-provided SUD services.

Each of the five TSRC collaborating organizations infuses their work with the leadership of those with the lived experiences of SUDs, incarceration, and reentry. In essence, each of these successful returnees that serve as TSRC trainers and/or mentors and/or reentry house staff exemplify the inherent strength possessed by reentrants who populate our programs. The para-professional status attained by leaders

and staff through state peer support specialist certification is a recognition of TSRC's strength-based approach. "We've been there, done that, been on the yard," says a formerly incarcerated person and Wounded Healers board member and mentor. "Who better to mentor someone that's coming home than somebody who actually walked that same walk?"

Recently (2021), Dr. Esther Matthews published findings of a study that found, "*a history of incarceration is perceived as the most important characteristic for peer mentors.*" Lived experience with incarceration gave peer supporters both credibility and the ability to serve as role models. Further she stated, "This credibility was almost exclusively linked to a lived experience of incarceration."<sup>6</sup>

**Integrating Lived Experience into Decision Making.** Collectively, the organizations in this collaborative understand the profound importance of placing those with lived experience of incarceration and SUDs at the center of practice. Thus, those with lived experience serve as members and officers of our boards of directors, are staff leadership and programmers, and contribute as volunteers. Lived experience manifests itself in the development of training curricula and programming, in training of participants, in outreach and speaking roles, and in the roles as mentors, and reentry house programmers. In each case, these are meaningful, powerful, and substantive roles. As an example, Wounded Healers has incorporated lived experience requirements into its bylaws and staffing.

Three of the collaborating organizations were founded by those with lived experience of incarceration and reentry, and two of those organizations are led and operated solely by those with lived experience. TSRC will continue to place lived experience at the center of all that we do including governing, staffing, developing programming, training, mentoring, and community education and outreach.

**TSRC Community Partners.** Each of the five partners have years of experience working together. This Collaborative will be formalized using memorandums of understanding among the lead organization, Wounded Healers, and of each partner organization. These memoranda will emphasize the formal partnership among all partners, each partner's roles and responsibilities, and the sharing of decision-making and leadership. These agreements will build on pre-existing formal and informal agreements among partners.

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<sup>6</sup> Memorandum Of Agreement, Exhibit B. B13, p 5. Create or support culturally appropriate services and programs.

# Proposal Budget

Orange County Opioid Settlement Request					Year 1	Year 2
<b>Wounded Healers of North Carolina (WHNC)</b>						
	Salary	%FTE				
Director of Consortium Operations	\$ 51,000	50%			\$25,500	\$25,500
Key Shared Collaboration Staff (Day-to-day management of CPSS Mentors)	\$ 40,000	15%			\$6,000	\$6,000
Mentoring (Paid CPSSs direct service mentoring)	Per Hour	Hours/Mentee	Cost/Mentee	Mentees/Year		
	\$22	155	\$ 3,410	12	\$40,920	
	\$22	155	\$ 3,410	18		\$61,380
<b>Totals WHNC</b>					<b>\$72,420</b>	<b>\$92,880</b>
<b>Success While In Transition (SWIT)</b>						
	Salary	%FTE				
Manager of SWIT Programs and Operations (includes TTT of 3 additional trainers)	\$ 51,000	20%			\$10,200	\$10,200
Key Shared Collaboration Staff (Covers CPSSs Conducting SWIT Training - 5 courses, 110 Sessions)	\$ 40,000	15%	Trainers/Session	3	\$18,000	\$18,000
<b>Totals SWIT</b>					<b>\$28,200</b>	<b>\$28,200</b>
<b>Offer House</b>						
	Salary	%FTE				
Manager of Offer House Programs and Operations duties, also including CPSS Mentor training, technical assistance and continuing education (covers 12 CPSS/WRAP trainees)	\$ 51,000	55%			\$28,050	\$28,050
<b>Totals Offer House</b>					<b>\$28,050</b>	<b>\$28,050</b>
<b>Reentry House Plus (RHP)</b>						
Space rental (SWIT Trainings, Mentoring Sessions and Other TSRC Programming)	Sessions	Rent per Session				
	110	\$ 150			\$16,500	\$16,500
<b>Totals RHP</b>					<b>\$16,500</b>	<b>\$16,500</b>
<b>Consortium</b>						
Purchase rights to Reentry Peer Support Specialist Curriculum from Via Hope, Austin TX (cost only for year 1)				\$20,000	\$20,000	\$0
<b>Grand Total</b>					<b>\$165,170</b>	<b>\$165,630</b>

**Attachments A - C**  
**Collaborative Partners**  
**Letters of Commitment**

## Success While In Transition

2411 Faucette Ave  
Durham, NC 27704

To Whom This May Concern,

Success While In Transition (SWIT) is writing this letter to express our unwavering support for Wounded Healers and their proposal that will include SWIT in the Transition Support and Recovery Collaborative dedicated to serving individuals battling opioid use disorder.

Having had the privilege of working alongside Wounded Healers in the field of peer support addiction recovery, I have personally witnessed their profound dedication and empathy towards those who are grappling with the challenges of addiction. Wounded Healers' tireless efforts and passion to make a meaningful difference in the lives of people with opioid use disorder are truly commendable.

Wounded Healers has consistently demonstrated a unique ability to connect with individuals in their journey towards recovery, providing them with the necessary support and resources to overcome the hurdles associated with substance use disorders. Their approach is not only compassionate but also highly effective in creating lasting positive changes in the lives of those they serve.

We wholeheartedly believe that Wounded Healers are instrumental in addressing the opioid epidemic that continues to affect countless lives across our community. Their unwavering commitment to this critical cause is deserving of every support and resource available.

As an organization providing grant funding, I urge you to consider The Transition Support and Recovery Collaborative's application for support. The Collaborative's work is aligned with the mission of our organization, and I have every confidence that we will use the funding provided efficiently and effectively to make a significant impact on the lives of those battling opioid use disorder.

Please do not hesitate to reach out to me if you require any further information or would like to discuss Success While In Transition's qualifications and achievements in more detail. I wholeheartedly endorse their efforts to serve the community and believe that your support would be an invaluable contribution to this vital cause.

Sincerely,

Tommy Green  
CEO, Success While In Transition  
(919) 339-2410  
Visit us at: [www.successwhileintransition.org](http://www.successwhileintransition.org)

## The Offerhouse Inc.

4902 Miller Dr.  
Durham, NC 27704

September 4, 2023

To whom it may concern,

I am writing this letter to express my wholehearted support for Wounded Healers of N.C. and the initiative, Transition Support and Recovery Collaborative, aimed at addressing the opioid crisis in our community. It is with great admiration and enthusiasm that I endorse Wounded Healers' efforts to include Offer House in our collective effort to combat this devastating epidemic.

The opioid crisis has had a profound and far-reaching impact on countless individuals and families in our region. It is an issue that demands immediate attention, concerted action, and unwavering commitment. I am pleased to see that our Transition Support and Recovery Collaborative is taking up the challenge and is actively working towards alleviating the suffering caused by opioid addiction.

The Collaborative's and its partners' dedication to healing and recovery is evident in the compassionate approach we have adopted. By providing support, education, and resources to those affected by addiction, you are not only helping individuals on their journey to recovery but also contributing to the overall well-being of our community.

I commend your tireless efforts in organizing workshops, awareness campaigns, and support groups that empower individuals to overcome the challenges posed by opioid dependency. The Collaborative's commitment to reducing stigma and promoting understanding around addiction is crucial in creating a more compassionate and supportive environment for those in need.

Transition Support and Recovery Collaborative work aligns perfectly with the values of empathy, compassion, and community support that our society desperately needs in the face of the opioid crisis. This Collaborative is dedicated to making a positive impact on the lives of individuals struggling with addiction is inspiring, and I am confident that our efforts will continue to bring about positive change.

Please do not hesitate to reach out if there is any way I can further support your important mission. Together, we can make a meaningful difference in the lives of those affected by the opioid crisis and work towards a healthier and more hopeful future for our community.

Thank you for your unwavering commitment to this critical cause.

Sincerely,

Dorel Clayton, CEO, CHW/CPSSF  
The Offerhouse Inc.

## **Reentry House Plus, Inc.**

**PO Box 361**

**Hillsborough, NC 27278**

**Email: [reentryhouseplus@yahoo.com](mailto:reentryhouseplus@yahoo.com)**

**Web page: [reentryhouseplus.wildapricot.org](http://reentryhouseplus.wildapricot.org)**

**“I was in prison and you visited me.” Matt. 25:36**

September 4, 2023

**Reentry House Plus is a nonprofit organization devoted to assisting formerly incarcerated people reintegrate back into the community as healthy, productive citizens. We at Reentry House Plus believe in second chances and are committed to doing our part to ensure that people receive the support, skills, and encouragement they need to rebuild their lives.**

Reentry House Plus is excited to be included in the proposed Collaborative under the overall guidance of Wounded Healers of NC. As our mission suggests, we are both housing justice-involved men at our residential house in Hillsborough, NC as well as hosting A/A, N/A, Living Healthy-chronic conditions, and SWIT classes for men and women in greater Orange County.

We believe that full involvement in the Consortium will allow us to reach out to many more men and women who have been touched by Opioid Addiction. Our classes, led by state certified Peer Support Specialists, can be instrumental in each person’s journey back into society as a strong and productive citizen. We believe that the Consortium will make us stronger both due to the strength that comes from banding together for a common cause as well as due to increased emphasis on proved training programs with trained leaders.

Finally, I will report that at our regularly scheduled Board meeting on August 21, 2023, the Board unanimously voted to be included in the Consortium Proposal lead by Wounded Healers that will be presented to the Orange County Opioid group. We look forward to a mutually beneficial program with all the included parties, and especially for the men and women which this program will touch.

Faithfully,

Douglas Peterson

President, RHP

## **Attachment D**

### **Attachment D**

#### **Succes While In Transition Reentry Acclimation Course**

#### **Sample Training Module**

## Module 2. Win or Learn

### Purposes

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1. To learn how we can transform ourselves from the hopelessness of prison life to a belief that we are beginning a new life where we will seize opportunities and hope.
2. To learn about tools that will help us in this change.

## Task 1

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1. In the group as a whole, each person state what “Win or Learn” means to you? The leaders will write each one on an individual sheet of paper and put them on the wall.

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2. What ideas do we share? Where are there interesting differences?

2. What the principle, “Win or Learn” means to SWIT.

Even when we make mistakes, we can learn lessons from them and apply the lessons to our mindset, thinking, decision-making, and actions that lie ahead.

## Task 2

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1. Read and consider the Ten Principles of *Winning or Learning* on the next page.
2. After you have read all 10, each person should put a checkmark ( ✓ ) next to one, two or three *Principles* that are very important in your reentry.

Next, one at a time, each person should say one of their picks and why it is important.

Once everyone has presented their first pick, the group should discuss their choices. What is similar and what is different?

3. **As time permits**, repeat the process with a second choice, and then the third. Depending on the size of the class, this task can be done with the entire class, or in small groups.
4. **As a whole group**, think about any other principle of Win or Learn you might add.

## WIN OR LEARN – Principles

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- 1. Some of What We Learned Can Help Us:** As we endure and survive years of incarceration, we learn skills and ways of acting that can sometimes be helpful in the community.
- 2. Some of What We Learned Can Hold US Back:** Some skills and ways of acting we learned inside are not acceptable or helpful in the community.
- 3. Which Learnings to Leave Behind and Which to Keep:** It will take time, but we need to develop the skill to know what skills to keep and use and which to leave behind.
- 4. Our Traumas Can Burden Us:** Many of us who have been incarcerated have experienced deeply disturbing incidents that cause us emotional or physical shocks. Past traumas can harm our thinking, emotions, or reactions to events.
- 5. Stubborn Pride Can Hold Us Back:** Sometimes stubborn pride blocks us from admitting mistakes or learning from them.
- 6. Make Your Time Valuable:** Make the time you did have value. Don't throw away or devalue the important things you learned inside.
- 7. Act Our Own Values and Beliefs:** We must continually work at being our best selves – living by acting our core values and beliefs.
- 8. Shed Stigma:** Others may hold our past against us and think we are defined by our worst mistakes. We are not. We can't afford to take on their stigma. We must overcome it.
- 9. Slow Down:** We can't make up for the time we lost. We can't get that time back. The outside world will try to get us going faster than we are used to. We need to adapt from prison time to community time.
- 10. Change Mindsets:** Incarceration can make us think "we lost." We can make it, "we learned" and "we won."

Group **11. Other:** \_\_\_\_\_

Group **12. Other:** \_\_\_\_\_

Group **13. Other:** \_\_\_\_\_

### Task 3: I Quit. What now?

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In this activity we pose a problem for you to consider. We will ask a few questions that will help us think about and discuss this together.

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**Billie** I just want you to know, I'm gonna quit my job.

**Tim:** What's goin on? Why you gonna do that?

**Billie:** My boss is getting on my last nerve. I'm not making enough money. I'm worth more.

**Tim:** You got another job? You got money saved? What you gonna do for rent?

---

Let's begin with talking about what we see in this situation.

**For Instructors Only:** Use the acronym, **SHOWeD**, the generic forms of discussion questions (Shaffer, 1983).

**DESCRIPTION**

What do you **See** in the code? What strikes you about this situation? How would you describe what you see?

**PROBLEM DEFINITION**

What's really **Happening**? What do you think each of the people in the code is thinking? Feeling? What are your early thoughts on the problem?

**PERSONALIZE**

How does this relate to **Our** lives? Have any of you experienced these situations in your lives?

**ANALYZE SOCIAL CONTEXT**

**Why** does this problem exist? How come we face these problems in our communities or worksites? What makes this a shared problem?

**DEVELOP STRATEGIES FOR ACTION**

How would we **Evaluate** action alternatives? What can we **Do** about this problem?

Nina Wallerstein and Elsa Auerbach  
Problem-Posing at Work: Popular Educator's Guide (2004)

## Task 4: Trusted Advise

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1. For this task, consider who in your life now, or who you would like to involve in your reentry. Who could help you stick to the *Principles of Win or Learn*. Also, think of your *Own Core Values and Beliefs* and who could help to live by those. Using the space below, make a list of people you would trust to advise as you face the challenges of reentry.

In making this list, you might consider a parent, a brother or sister, a spouse or partner, a son or daughter, someone you grew close to during your incarceration, a mentor (peer support specialist), a religious or spiritual leader, a social worker, or other persons who you trust could help and support you.

You can update this list as needed.

### Trusted Advisors You Can Turn To

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## Task 4: Role Play – Win or Learn

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Participants will work as pairs. One person will take the role of: A) a person reentering the community, or B) someone who they have turned to for advice. Each person will have the opportunity to play a role.



### Card 1.

**Role:** *Bobby*: Laid off and looking for work.

**Role:** *Tony*: Manager interviewing Bobby.

**Role:** *Whitney*: Bobby wife who is pressuring him to look for work.

**Role:** *Jerry*: Bobby's mentor.

**Problem:** Bobby goes to interview and doesn't get the job, then meets with his mentor for advice.

### Card 2.

Role: Dilemma of reentering person

Role: Supporter/counselor

### Card 3.

Role: Dilemma of reentering person

Role: Supporter/counselor

### Card 4.

Role: Dilemma of reentering person

Role: Supporter/counselor

### Card 5.

Role: Dilemma of reentering person

Role: Supporter/counselor

### Card 6.

Role: Dilemma of reentering person

Role: Supporter/counselor

### **Task 5: We Don't Really Learn Lessons Until We Use Them**

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1. Think about a difficult situation you are facing in your own reentry – where you could apply one or more ideas from today's class.

Problem or issue: \_\_\_\_\_

\_\_\_\_\_

Ideas or principles you can apply: \_\_\_\_\_

\_\_\_\_\_

People you trust who might help you think this through: \_\_\_\_\_

\_\_\_\_\_

2. We'll begin the next class with a brief discussion of these problems issues and ways you may have applied today's lessons.

## Summary

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1. We can apply principles of *Win or Learn* to help us change our mindset and the actions we take even when we make mistakes.
2. We can also work to win or learn using *our own core values*.

### **Public Health Education Program Manager: Harm Reduction Coordinator**

The Orange County Opioid Program Manager will be responsible for overseeing the development, administration, budget, grant management, and reporting for Orange County's Opioid Settlement Program. This position will work closely with Orange County staff and community partners involved in community overdose prevention, education, harm reduction, treatment opportunities and recovery support. They will ensure all reporting requirements are met for the Opioid Settlement Fund and pursue additional resources to advance this work.

#### **ESSENTIAL DUTIES:**

This position is a highly responsible position implementing harm reduction activities within Orange County including but not limited to:

- Coordinating and facilitating various harm reduction and prevention activities in the community that have either been identified as a need or have been requested by a community member;
- Assisting with coordination and facilitation of harm reduction group meetings, activities, and events;
- Planning and coordination for the Opioid Advisory Committee in Orange County;
- Preparing, selecting, and assembling educational and informational materials pertaining to substance use/misuse, harm reduction, prevention, and mental health to be distributed through a variety of channels while ensuring equitable access to health information to all county residents;
- Developing partnership opportunities with various cross sector community organizations, and stakeholders to promote harm reduction guiding principles within the community to ensure available resources are equitable;
- Coordinates and helps to manage harm reduction (syringe exchange, naloxone and fentanyl strips) distribution for the Health Department;
- Oversee program budget and allowable spending based on state guidelines; Lead relevant procurement process as needed for program implementation including develop, negotiate, and review contracts associated with opioid settlement funds.

#### **FULL PERFORMANCE OF KNOWLEDGE, SKILLS, ABILITIES**

- Requires advanced knowledge in the areas of harm reduction principles and practices,
- Thorough knowledge of the principles and practices of public health education and social/economic determinants of health, and/or age- and population-specific health and safety issues.
- Ability to establish rapport, provide support and advocate for a diverse range of populations including individuals who use substances and are living with significant health challenges;
- Knowledge of social justice, health promotion and public health approaches and models of social support and health care;
- Ability to communicate and demonstrate interpersonal skills and commitment to working within a collaborative, team approach;

- Skills and understanding around community mobilization, group convening, facilitation and coordinating and engaging large groups of people.
- Knowledge related to the operation of government and grant funded programs;
- Knowledge of public and private substance abuse facilities resources, and personnel.
- Thorough knowledge of the public health rules, core responsibilities, and general statute 130A.
- Thorough knowledge, skills with and understanding of government accounting, budgeting management and practices and grant application procedures.
- Thorough knowledge, skills and understanding around data collection and analysis.
- Thorough knowledge of the principles and practices of organizational and administrative processes and techniques.
- Thorough knowledge and skills around written and verbal communication with the ability to communicate in an articulate manner for public speaking.
- Thorough knowledge of available public and private funding sources for health services and available community resources.
- Skill in decision making and problem solving.
- Ability to demonstrate and utilize cultural competency, racial equity, inclusion, and diversity when working with internal and external partners and the public.
- Ability to interpret policies and protocols into operational procedures and work priorities.
- Ability to lead, train, supervise and perform conflict resolution among employees, volunteers and community members.
- Ability to plan, implement, evaluate, strategic plan and write SMART goals around identified programs and priority health issues.
- Ability to effectively communicate and market program activities and initiatives to target identified populations.
- Ability to develop, complete and administer contracts.
- Ability to perform research techniques and methods related to priority and health issues.
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, database software and office equipment.
- Ability to demonstrate sound judgment; integrity; resourcefulness; accuracy; thoroughness and the physical condition commensurate with the demands of the position.

#### **QUALIFICATIONS:**

- Graduation from an accredited college or university with a master's degree in public health, health education or related field **AND** two (2) years of professional experience with a primary function in program development and management of health-related programs, **OR**
- Graduation from an accredited college or university with a bachelor's degree with four (4) years of professional experience where the primary function is program development and management of health-related programs, **OR**

An equivalent combination of training and experience as defined above. A higher degree does not substitute for work experience.

**EXPENSES:**

SALARY RANGE	\$52,137.00 - \$68,783.00 Annually
FRINGE & BENEFITS	\$39,241.63
<b>TOTAL</b>	<b>\$108,024.63</b>

# **ORANGE COUNTY, NC OPIOID ADVISORY COMMITTEE**

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December 12, 2023

# NC Memorandum of Agreement (MOA)

- The MOA governs the allocation, use, and reporting of certain opioid settlement funds in North Carolina.
- To comply with the MOA, a local government receiving opioid settlement funds must do the following:
  - A. **Establish a fund.** A local government receiving opioid settlement funds must secure them in a special revenue fund. These funds are subject to audit and cannot be commingled with other funds.
  - B. **Authorize spending.** Before spending opioid settlement funds, a local government must authorize the expenditure of such funds. This must take place through a formal budget or resolution that includes certain details including the amount, time period, and specific strategy funded.
  - C. **Understand and follow the options.** A local government must spend opioid settlement funds on opioid remediation activities authorized under **Option A** or Option B as detailed in the MOA.
  - D. **Report spending and impact.** A local government that receives, spends, or holds opioid settlement funds during a fiscal year must file an annual financial report within 90 days of the end of the fiscal year. (This report is required if funds are received or held, even if they are not spent.) A local government that spends opioid settlement funds during a fiscal year must file an annual impact report within 90 days of the end of the fiscal year.
  - E. **Hold annual meeting.** The MOA requires that each county receiving opioid settlement funds hold at least one annual meeting open to the public, with all municipalities in the county invited to the meeting. The purpose of the meeting is to receive input from municipalities on proposed uses of the opioid settlement funds and to encourage collaboration between local governments.

<https://ncdoj.gov/wp-content/uploads/2022/03/NCACC-web-version-Final-Opioid-MOA-.pdf>

## **Orange County Opioid Advisory Committee Charge**

- Discuss opioid-related health concerns and issues impacting the residents of Orange County;
- Advise the Board of Commissioners on options to expend funds to prevent opioid abuse and remedy opioid impacts;
- Plan and host an annual meeting open to the public to receive input on proposed uses of the settlement funds and to encourage collaboration between local governments.

# Current Opioid Settlement Funding

Orange County has received 6 total Deposits for the Opioid Special Revenue Account:

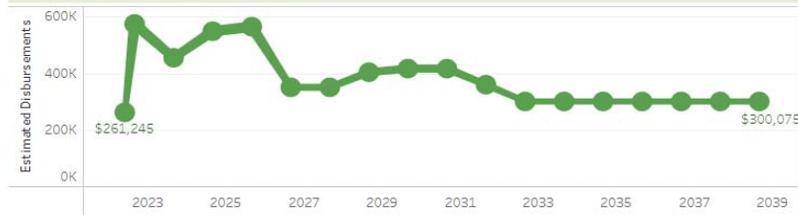
• June 30, 2022 -	\$261,244.68
• November 15, 2022 -	\$295,555.44
• November 15, 2022 -	280,123.59
• January 31, 2023 -	\$44,629.84
• July 20, 2023 -	\$163,816.78
• August 2, 2023 -	\$291,800.34
<b>TOTAL</b>	<b>\$1,337,170.67</b>

# Payment Timetable

18 Year Payment to Orange during 2022-2038:

\$6,799,780

Payments Over Time - Orange



Payment Table - Orange

Year	Season	Amount
2022	Spring	\$261,245
	Summer	\$574,528
2023	Summer	\$454,706
2024	Summer	\$548,423
2025	Summer	\$564,574
2026	Summer	\$350,112
2027	Summer	\$350,112
2028	Summer	\$403,568
2029	Summer	\$416,296
2030	Summer	\$416,296
2031	Summer	\$359,394
2032	Summer	\$300,075
2033	Summer	\$300,075
2034	Summer	\$300,075
2035	Summer	\$300,075
2036	Summer	\$300,075
2037	Summer	\$300,075
2038	Summer	\$300,075

**Next Deposit:  
Summer 2024 -  
\$548,423**

# Option A- High-Impact Opioid Abatement Strategies

1. Collaborative Strategic Planning
2. Evidence-based addiction treatment
3. Recovery support services
4. Recovery housing support
5. Employment-related services
6. Early intervention
7. Naloxone distribution
8. Post-overdose response team
9. Syringe Service Program
10. Criminal justice diversion programs
11. Addiction treatment for incarcerated persons
12. Reentry Programs

<https://www.morepowerfulinc.org/wp-content/uploads/2021/10/Exhibit-A-to-NC-MOA-3.pdf>

# As of June 6, 2023, BOCC Approved Funding Recommendations

## Lantern Project

- July 1, 2023 – June 30, 2025
- \$164,862.00 (Year 1) ; base funding +5% (Year 2)

## Freedom House

- July 1, 2023 – June 30, 2025
- \$122,188 (Year 1) ; base funding +5% (Year 2)

## NC FIT Program

- July 1, 2023 – June 30, 2025
- \$70,000 (Year 1) ; base funding +5% (Year 2)

## County Vending Machines/First Responders

- July 1, 2023 – June 30, 2024
- \$14,500

## UNC SHAC

- July 1, 2023 – June 30, 2024
- \$64,200

**TOTAL ALLOCATION TO DATE FOR FY 2024 – \$435,750.00**

**REMAINING FUNDS - \$901,420.67**

# Fiscal Year 2025 Commitments

## Lantern Project

- July 1, 2024 – June 30, 2025
- \$173,105.00; base funding +5% (Year 2)

## Freedom House

- July 1, 2024 – June 30, 2025
- \$128,297.00; base funding +5% (Year 2)

## NC FIT Program

- July 1, 2024 – June 30, 2025
- \$73,500.00; base funding +5% (Year 2)

**TOTAL ALLOCATION FOR FY 2025 – \$374,902.00**

**REMAINING FUNDS - \$526,518.67**

# New Funding Requests

## **Reintegration Support Network (RSN)**

- \$265,316 for a 2-Year Period (\$132,658.00/year)

## **OC-EMS Post-Overdose Response Team (PORT)**

- Option 1- \$1,060,132.75 (3-Year Period)
- Option 2 - \$846,047.13 (3-Year Period)
- Option 3 - \$582,378.50 (3-Year Period)

## **Grow Your World**

- \$186,770.64 (Year 1) ; \$192,170.64 (Year 2)
- \$378,941.28 for a 2-Year Period

## **Transition Support & Recovery**

- \$165,170.00 (Year 1); \$165,630.00 (Year 2)

## **Harm Reduction Coordinator**

- \$108,025.00/year for a 2-Year Period

## Funding Subcommittee Criteria for Consideration of Funding

- Must address one of the 12 mitigation strategies listed in Option A of the Settlement MOA
- Program serves Orange County residents; population served (Intentional effort to support programs serving youth)
- Government entity, 501c3, Non-profit Community Partner
- Equity Impact
- Evidence-Based Practices
- Project Need (Orange County Data Supported)
- Experience & Organizational Capacity
- Budget & Budget Narrative

# Funding Recommendation

## Reintegration Support Network (RSN)

- Option A, Strategies 3, and 6 (Recovery support services & Early Intervention)
- Funding Period – January 1, 2024 – June 30, 2024
- Funding recommendation - \$20,000.00
- Provider – Reintegration Support Network
- Description of Activity –
  - Increase the number of specially trained mentors (Certified Peer Support Specialist and/or Recovery Coach Academy Certified) providing evidence-informed support to youth experiencing challenges related to substance use, mental health, and justice-involvement.
  - Adapt an evidenced-based, adult peer-support model to meet the unique needs of youth in Orange, Durham, Chatham, and Alamance Counties. RSN uses specially trained mentors (NC certified peer support specialists, or Recovery Coach Academy trained) to interrupt the daily systemic and structural pressures that create gaps in opportunities for youth (ages 13-20) especially those with challenges related to mental health, substance use, and/or juvenile justice involvement.
  - Per the proposal narrative/budget, the committee would like to support some of the operating expenses and contractual needs.

# Funding Recommendations

## OC-EMS Post-Overdose Response Team (PORT)

- Option A, Strategy 8 (Post-Overdose Response Team)
- Funding Period – January 1, 2024 – December 2026
- Funding recommendation - \$244,020.00/1<sup>st</sup> year (Option 2 - \$846,047.13 for a 3-Year Period)
- Provider – Orange County Emergency Services
- Description of Activity –
  - Development and implementation of a PORT within the geographic constraints of Orange County, NC; funds will support staff salary, supplies and needed software.
  - PORTs are specialized teams that respond to opioid overdoses in real time or within 24-72 hours of the overdose event. Upon implementation, the OC-EMS PORT will meet individuals where they are at in their addiction by providing harm reduction resources, linkage to treatment services, and medication-assisted treatment (MAT) induction and administration.
  - This service will be available to all eligible individuals that OC-EMS interfaces with during EMS incidents and will be provided as a referral for collaborating departments, emergency departments, organizations and the community at-large. PORTs have become the standard of care in post-overdose services nationally and locally, with 41 North Carolina counties currently having an active PORT in place.

# Funding Recommendations

## Grow Your World

- Option A, Strategy 6 (Early Intervention)
- Funding Period – January 1, 2024 – June 30, 2024
- Funding recommendation - \$20,000
- Provider – Grow Your World
- Description of Activity –
  - Provide materials and training to youth-serving community members to equip them to better support youth facing the opioid crisis.
  - Per the proposal narrative/budget, the committee would like to support the naloxone, CPR and Mental Health First Aid community training program.

# Funding Recommendations

## Transition & Support Recovery Collaboration

- Option A, Strategy 3 and 12 (Recovery Support Services and Reentry Programs)
- Funding Period – January 1, 2024 – June 30, 2024
- Funding recommendation - \$20,000.00
- Provider – Transition & Support Recovery Collaboration
- Description of Activity –
  - The Transition Recovery and Support Collaborative (TSRC) is a five-partner mutual effort to provide direct *Recovery Support Services* and *Reentry Programs* to those with opioid use disorders, related substance use disorders and other comorbidities. TSRC's role is to collaboratively augment and extend clinical and other traditional evidence-based addiction treatment services for these disorders and comorbidities. The Collaborative is led by Wounded Healers of North Carolina (a 501(c)(3)).
  - Per the proposal narrative/budget, the committee would like to support the purchase of the Reentry Peer Support Specialist Curriculum from Texas.

# Funding Recommendations

## Harm Reduction Coordinator

- Option A, Strategy 1 (Collaborative Strategic Planning )
- Funding Period – January 1, 2024 – December 31, 2025
- Funding recommendation - \$108,025/year
- Provider – Orange County Health Department
- Description of Activity –
  - The Orange County Opioid Program Manager (Harm Reduction Coordinator) will be responsible for overseeing the development, administration, budget, grant management, and reporting for Orange County's Opioid Settlement Program. This position will work closely with Orange County staff and community partners involved in community overdose prevention, education, harm reduction, treatment opportunities and recovery support. They will ensure all reporting requirements are met for the Opioid Settlement Fund and pursue additional resources to advance this work.

# BOCC Funding Recommendations

REMAINING FUNDS after FY 2025 Commitments- \$526,518.67

## Reintegration Support Network (RSN)

- \$20,000.00 – 1 Year

## OC-EMS Post-Overdose Response Team (PORT)

- Option 2 - \$846,047.13 (3-Year Period)
- \$244,020.00/1<sup>st</sup> year

## Grow Your World

- \$20,000.00 – 1 Year

## Transition Support & Recovery

- \$20,000.00 – 1 Year

## Harm Reduction Coordinator

- \$108,025.00/year for a 2-Year Period

**Total Allocation-** \$412,045.00

**Remaining Funds - \$114,473.67**

## **Additional Committee Deliverables**

### Plan the Annual Community Meeting

- The MOA requires that each county receiving opioid settlement funds hold at least one annual meeting open to the public, with all municipalities in the county invited to the meeting.
- The purpose of the meeting is to receive input from municipalities on proposed uses of the opioid settlement funds and to encourage collaboration between local governments.

## **Additional Committee Deliverables**

- Set Date for next RFP Process
  - Advertise time frame for Proposals (August- September 2024)
  - Develop application to include Evaluation Process and Criteria, Eligibility, and any project requirements;
  - Develop Training Material for Applicants; schedule training webinars.
- Strategic Planning
  - Sequential Intercept Mapping for Substance Use Disorder



**A RESOLUTION BY THE COUNTY OF ORANGE, NORTH CAROLINA  
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

**WHEREAS** Orange County, North Carolina has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

**WHEREAS** the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”);

**WHEREAS** Orange County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

**WHEREAS** section E.6 of the MOA states:

E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

**NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA, Orange County, authorizes the expenditure of opioid settlement funds as follows:

1. First strategy authorized
  - a. Name of strategy: Recovery Support Services
  - b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Exhibit A Strategy 3
  - d. Amount authorized for this strategy: \$ \$173,105.00
  - e. Period of time during which expenditure may take place:  
Start date July 1, 2024 through End date June 30, 2025
  - f. Description of the program, project, or activity: \_\_\_\_\_

The Lantern Project is a collaboration between the Criminal Justice Resource Department and subcontractor Freedom House Recovery Center. The mission is to support justice-

impacted individuals with substance use disorder through evidence-based strategies, interventions and programming designed to reduce their vulnerability to overdose, death, COVID-19 infection and recidivism. The mission is to light the path to recovery through harm reduction, diversion, reentry support and treatment.

g. Provider: Criminal Justice Resource Department

2. Second strategy authorized

- a. Name of strategy: Evidence-based addiction treatment
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 2
- d. Amount authorized for this strategy: \$ 128,297.00
- e. Period of time during which expenditure may take place:  
Start date July 1, 2024 through End date June 30, 2025
- f. Description of the program, project, or activity: \_\_\_\_\_

Freedom House connects with individuals screened in the Orange County Detention Center who have a history of Opioid Use Disorder. The licensed clinician will conduct a Comprehensive Clinical Assessment to ascertain the best treatment options for the individual prior to or upon release from incarceration.

Freedom House will utilize a Peer Support Specialist post incarceration to assist individuals with connecting to the recommended treatment. The Peer will work with the individual as long as needed to connect them with treatment, community resources, court appearances and to support the individual in recovery to curb recidivism. The clinician will reevaluation as needed when and if life circumstances change prior to engaging in treatment.

g. Provider: Freedom House

3. Third authorized strategy

- a. Name of strategy: Reentry Program
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 12
- d. Amount authorized for this strategy: \$ 73,500
- e. Period of time during which expenditure may take place:  
Start date July 1, 2024 through End date June 30, 2025
- f. Description of the program, project, or activity: \_\_\_\_\_

The NC FIT Program is a comprehensive reentry program that focuses on unmet health needs for people released from incarceration. NC FIT provides connections to primary care, behavioral health and substance use disorder treatment. All NC FIT Community Health Workers have personal histories of incarceration. The NC FIT Program is based on the Transitions Clinic Network Model which is an evidence-based program that complies with Strategy A in the settlement MOU.

We request funding to continue a grant funded position for 1 FTE CHW that has been hired by the OC Health Department. CHW position will focus on assisting people being released from the Detention center with a diagnosis of Opioid Use Disorder. This FIT

CHW position will work closely with efforts supported by the Lantern Project run through the CJRD.

The NC FIT Program will continue to provide regular support and technical assistance to Orange County supporting the Orange County FIT Program, Jail-based MAT at the Detention center, collaboration with the CJRD and linkages to Piedmont Health Services.

g. Provider: NC FIT

4. Fourth strategy authorized

- a. Name of strategy: Recovery Support Services & Early Intervention
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Exhibit A Strategy 3 and 6
- d. Amount authorized for this strategy: \$ \$20,000.00
- e. Period of time during which expenditure may take place:  
Start date January 1, 2024 through End date June 30, 2024
- f. Description of the program, project, or activity: \_\_\_\_\_

Reintegration Support Network (RSN) will increase the number of specially trained mentors (Certified Peer Support Specialist and/or Recovery Coach Academy Certified) providing evidence-informed support to youth experiencing challenges related to substance use, mental health, and justice-involvement.

RSN will adapt an evidenced-based, adult peer-support model to meet the unique needs of youth in Orange, Durham, Chatham, and Alamance Counties. RSN uses specially trained mentors (NC certified peer support specialists, or Recovery Coach Academy trained) to interrupt the daily systemic and structural pressures that create gaps in opportunities for youth (ages 13-20) especially those with challenges related to mental health, substance use, and/or juvenile justice involvement. Funds will support some of the operating expenses and contractual needs.

g. Provider: Reintegration Support Network

5. Fifth strategy authorized

- a. Name of strategy: Post -Overdose Response Team
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
- d. Amount authorized for this strategy: \$ 244,020.00
- e. Period of time during which expenditure may take place:  
Start date January 1, 2024 through End date December 31, 2025
- f. Description of the program, project, or activity: \_\_\_\_\_

Development and implementation of a PORT within the geographic constraints of Orange County, NC; funds will support staff salary, supplies and needed software.

PORTs are specialized teams that respond to opioid overdoses in real time or within 24-72 hours of the overdose event. Upon implementation, the OC-EMS PORT will meet individuals where they are at in their addiction by providing harm reduction

resources, linkage to treatment services, and medication-assisted treatment (MAT) induction and administration.

This service will be available to all eligible individuals that OC-EMS interfaces with during EMS incidents and will be provided as a referral for collaborating departments, emergency departments, organizations and the community at-large. PORTs have become the standard of care in post-overdose services nationally and locally, with 41 North Carolina counties currently having an active PORT in place.

g. Provider: Orange County Emergency Services

6. Sixth authorized strategy

- a. Name of strategy: Early Intervention
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 6
- d. Amounted authorized for this strategy: \$ 20,000
- e. Period of time during which expenditure may take place:  
Start date January 1, 2024 through End date June 30, 2024
- f. Description of the program, project, or activity:

Grow Your World (GYW) plans to serve youth and provide materials and training to youth-serving community members to equip them to better support youth facing the opioid crisis. Funds will support the naloxone, CPR and Mental Health First Aid community training program.

g. Provider: Grow Your World

7. Seventh authorized strategy

- a. Name of strategy: Recovery Support & Reentry Programs
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 3 & 12
- d. Amounted authorized for this strategy: \$ 20,000.00
- e. Period of time during which expenditure may take place:  
Start date January 1, 2024 through End date June 30, 2024
- f. Description of the program, project, or activity:

The Transition Recovery and Support Collaborative (TSRC) is a five-partner mutual effort to provide direct *Recovery Support Services* and *Reentry Programs* to those with opioid use disorders, related substance use disorders and other comorbidities. TSRC's role is to collaboratively augment and extend clinical and other traditional evidence-based addiction treatment services for these disorders and comorbidities. The Collaborative is led by Wounded Healers of North Carolina (a 501(c)(3)). Funds to support purchase of the Reentry Peer Support Specialist Curriculum from Texas.

g. Provider: Transition Recovery and Support Collaborative

8. Eighth authorized strategy

- a. Name of strategy: Collaborative Strategic Planning
- b. Strategy is included in Exhibit Exhibit A (Exhibit A, Exhibit B)
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 1

- d. Amounted authorized for this strategy: \$ 108,025.00
- e. Period of time during which expenditure may take place:  
 Start date January 1, 2024 through End date December 31, 2025
- f. Description of the program, project, or activity:

The Orange County Opioid Program Manager (Harm Reduction Coordinator) will be responsible for overseeing the development, administration, budget, grant management, and reporting for Orange County's Opioid Settlement Program. This position will work closely with Orange County staff and community partners involved in community overdose prevention, education, harm reduction, treatment opportunities and recovery support. They will ensure all reporting requirements are met for the Opioid Settlement Fund and pursue additional resources to advance this work.

- g. Provider: Orange County Health Department

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$786,947.

Adopted this the 12th day of December, 2023.

\_\_\_\_\_  
 Jamezetta Bedford, Chair  
 Orange County Board of Commissioners

ATTEST:

\_\_\_\_\_  
 Laura Jensen, Clerk to the Board

**COUNTY SEAL**

## Year-To-Date Budget Summary

*Fiscal Year 2023-24*

Fund Budget Summary	Opioid Settlement Fund
Original Budget Revenue	
Interfund Transfer Revenue	
Fund Balance Appropriation	
<b>Total Original Budget</b>	<b>\$0</b>
<b>Additional Revenue Received Through Budget Amendment #4-B (December 12, 2023)</b>	
Grant Funds	\$455,617
Non Grant Funds	
Additional Interfund Transfer Revenue	
Additional Fund Balance Appropriation	
<b>Total Amended Budget</b>	<b>\$455,617</b>
Dollar Change in 2023-24 Approved Budget	\$455,617
% Change in 2023-24 Approved Budget	100.00%

### Authorized Full Time Equivalent Positions

Original Approved Full Time Equivalent Positions (includes Permanent and Time Limited)	3.000
Changes to Full Time Equivalent Positions	4.000
<b>Total Approved Full-Time-Equivalent Positions for Fiscal Year 2023-24</b>	<b>7.000</b>

**ORANGE COUNTY  
BOARD OF COMMISSIONERS  
ACTION AGENDA ITEM ABSTRACT  
Meeting Date: December 12, 2023**

**Action Agenda  
Item No. 6-b**

**SUBJECT:** Community Climate Action Grant (CCAG) – FY 2023-24 Project Selection for General Applicants and Schools

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**DEPARTMENT:** County Manager

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**ATTACHMENT(S):**

- 1) CCAG 2023-24 Project Descriptions, Scoring, and Comments for General Applicants and Schools
- 2) CCAG Project Status Summary Including Estimated GHG Reductions

**INFORMATION CONTACT:**

Amy Eckberg, (919) 245-2626

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**PURPOSE:** To:

- 1) Receive the grant project funding recommendations from the Commission for the Environment (CFE) and the Human Relations Commission (HRC) for the FY 2023-24 Orange County Community Climate Action Grant Program; and
- 2) Approve funding for the recommended Community Climate Action Grant projects for FY 2023-24 as outlined in the attached report.

**BACKGROUND:** As part of the FY 2019-20 budget, the Board of Orange County Commissioners (BOCC) created the Orange County Climate Action Fund dedicated to accelerating climate change mitigation actions in Orange County. This decision was motivated in part to help the County meet the climate change mitigation goals set by the Board in recent years:

- Reduce greenhouse gas emissions community-wide by 26 percent by 2025 (from 2005 levels).
- Transition to a 100% renewable energy-based economy by 2050
- Newly adopted Climate Action Plan (November 2023)

For the 2023-24 funding cycle, \$564,085 in funding was budgeted to support climate action projects that will benefit Orange County residents both socially and financially. Following the direction of the Board of Orange County Commissioners (BOCC), the process for soliciting and selecting projects to receive funding was conducted through a formal Community Climate Action Grant (CCAG) program.

For this grant cycle, the BOCC reserved half of the total funding for this grant program (\$282,042.50) to be awarded to projects submitted by either of Orange County's two public school districts. The remaining half (\$282,042.50) was to be made available to all other eligible general applicants in this round.

The Community Climate Action grant program received eleven (11) applications in this round from a variety of general applicants representing non-profit and public organizations whose total requests added up to \$614,540. Two (2) projects totaling \$557,959 were submitted from the Chapel Hill Carrboro City Schools and Orange County Schools districts.

Grant applications were completed over the summer and reviewed and scored by the Commission for the Environment (CFE) and the Human Relations Commission (HRC). In fall 2023, each of these Commissions voted to forward their final scoring and comments to the BOCC.

The following is a rank-order summary table of the combined project scoring and recommendations. More details on each project are available in Attachment 1:

<b>General Applications:</b>						
Name	Project Name	Description	Amount Requested	Recommended Funding level	Rank	Total Score out of 26 Points
Habitat for Humanity	Supplemental Weatherization	Habitat's Home Preservation program support.	\$55,000	\$55,000	1	21
Urban Sustainability Solutions	Growing More than Rain Gardens	Create a Green Infrastructure Workforce Development Apprenticeship Program	\$69,156	\$69,156	2	21
Town of Chapel Hill	LED Lighting Upgrades	LED Lighting Upgrade for Hargraves Community Center Basketball Court	\$95,000	\$0	3	20
Hillsborough United Church of Christ	Solar Panel Project	Rooftop Solar Installation	\$10,000	\$10,000	4	20
Binkley Baptist Church	Let There Be (clean energy) Light!	Install 50 solar panels	\$49,046	\$49,036	5	18
EMPOWERment	Rooftop solar on PEACH apartments	Rooftop solar installation	\$134,562	\$61,623	6	18
Club Nova	Big Impact Small Footprint	Support Installation of garden, greenhouse, terrace.	\$37,227	\$37,227	7	17
Eco-Institute at Sanctuary Farm	Community Garden Cooperative	Expand Community Garden Cooperative and create a new Training Program	\$50,800	\$0	8	17
The Arts Center	Haven for Outdoor Eco-Classroom	Solar Powered Shelter with 16 places to charge up, explore, create, and learn.	\$41,729	\$0	9	17
St. Thomas More Catholic Church	EV Charging Station	EV Charging Station Installation	\$22,030	\$0	10	16
Triangle ECycling	The e is for Equity.	Discount eBike with Voucher Pilot Program	\$50,000.00	\$0	11	13

School Applications:						
Name	Project	Description	Amount Requested	Recommended Funding Level	Rank	Total Score out of 26 Points
Chapel Hill Carrboro City Schools	LED Lights	LED Campus Lighting Changeover	\$270,000	\$94,014	1	17
Orange County Schools	Solar	54 Panel Solar Pedestal with Battery Storage	\$287,959	\$188,029	2	11

\* All projects were placed in rank order by CFE and HRC voting.

Attachment 2 provides a status summary including estimates of GHG emissions avoided annually from projects that have been approved by the Community Climate Action Grant program to date.

**FINANCIAL IMPACT:** The Community Climate Action Grant Tax funding of \$564,085 in FY 2023-24, intends to identify impactful projects and distribute these funds promptly to accelerate action on the urgent issue of climate change and to help further stimulate the local economy.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

Social Justice and Racial Equity is the most heavily-weighted factor in scoring projects proposed through this grant program, ensuring that the equitable distribution of funds and the repair of environmental inequities are a central element of each funded project. Local investments in energy efficiency and renewable energy in Orange County provides direct reduction of monthly energy bills and supports jobs and investments in clean energy technologies.

- **GOAL: ESTABLISH SUSTAINABLE AND EQUITABLE LAND-USE AND ENVIRONMENTAL POLICIES**

The fair treatment and meaningful involvement of people of all races, cultures, incomes and educational levels with respect to the development and enforcement of environmental laws, regulations, policies, and decisions. Fair treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.

Reducing energy usage from the electric grid improves air quality impacts. Improving local air quality helps to protect the health of vulnerable populations in Orange County whose health is disproportionately affected by ground-level ozone and other emissions.

**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Responsibility Goal impacts are applicable to this item:

- **ENERGY EFFICIENCY AND WASTE REDUCTION**

Initiate policies and programs that: 1) conserve energy; 2) reduce resource consumption; 3) increase the use of recycled and renewable resources; and 4) minimize waste stream impacts on the environment.

Investing in local climate change mitigation actions will conserve energy, reduce resource consumption, and increase the use of renewable resources.

- **RESULTANT IMPACT ON NATURAL RESOURCES AND AIR QUALITY**

Assess and where possible mitigate adverse impacts created to the natural resources of the site and adjoining area. Minimize production of greenhouse gases.

The Climate Action Fund will continue to support high-impact projects which will improve local air quality and minimize the local production of greenhouse gases, reducing Orange County's contribution to the adverse impacts of climate change on human and natural resources both inside and outside of the County.

**RECOMMENDATION(S):** The Manager recommends that the Board:

- 1) Receive the grant project funding recommendations from the Human Relations Commission and the Commission for the Environment for the FY 2023-24 Orange County Community Climate Action Grant Program; and
- 2) Approve funding for the recommended Community Climate Action Grant projects for FY 2023-24.



Date: December 12, 2023  
To: Board of Orange County Commissioners  
From: Amy Eckberg, Sustainability Programs Manager  
RE: Orange County Community Climate Action Grant - Project Descriptions, Scoring, and Comments for General and School Applicants

For the 2023-24 funding cycle of the Orange County Community Climate Action Grant program, \$564,085 in funding was budgeted to support climate action projects that benefit Orange County residents both socially and financially. For this grant cycle, the Board of Orange County Commissioners reserved half of the total funding for this grant program (\$282,042.50) to be awarded to projects submitted by either of Orange County's two public school districts. The remaining half (\$282,042.50) was to be made available to all other eligible "general" applicants.

Based on feedback received from the Board, a concerted effort to publicize the grant opportunity was made this year. A UNC-Chapel Hill Eco Studio intern helped support our community engagement efforts through phone calls, flyer distribution and "door to door" canvassing of local businesses, churches, and community groups. A special info graphic announcing the grant was distributed via social media, Orange County TV screens, website, and weekly happenings email. A targeted mass email went out to community groups, churches, nonprofits and small businesses announcing the grant opportunity. As a result of all these outreach efforts, we received the most grant applications ever received since the inception of the grant and many new applicants!

The Community Climate Action grant program received 11 "general" applications in this round from a variety of nonprofit and public organizations whose total requests add up to almost \$615,000. In addition, both school districts submitted applications totaling almost \$558,000.

Following the scoring and eligibility guidelines of the Board of Orange County Commissioners (BOCC), the applications were reviewed and scored by the Commission for the Environment (CFE) and the Human Relations Commission (HRC). The BOCC asked the Human Relations Commission to score the applications on the Social Justice and Racial Equity criterion, as this pertains to their expertise and because the racial representation of the CFE as a whole does not reflect the racial diversity of Orange County.

The following is a rank-order summary table of the combined project scoring and recommendations. A full table showing the scores for each project on each of the 7 scoring elements is included in the Appendix.

General Applications: 6						
Name	Project Name	Description	Amount Requested	Recommended Funding level	Rank	Total Score out of 26 Points
Habitat for Humanity	Supplemental Weatherization	Habitat's Home Preservation program support.	\$55,000	\$55,000	1	21
Urban Sustainability Solutions	Growing More than Rain Gardens	Create a Green Infrastructure Workforce Development Apprenticeship Program	\$69,156	\$69,156	2	21
Town of Chapel Hill	LED Lighting Upgrades	LED Lighting Upgrade for Hargraves Community Center Basketball Court	\$95,000	\$0	3	20
Hillsborough United Church of Christ	Solar Panel Project	Rooftop Solar Installation	\$10,000	\$10,000	4	20
Binkley Baptist Church	Let There Be (clean energy) Light!	Install 50 solar panels	\$49,046	\$49,036	5	18
EMPOWERment	Rooftop solar on PEACH apartments	Rooftop solar installation	\$134,562	\$61,623	6	18
Club Nova	Big Impact Small Footprint	Support Installation of garden, greenhouse, terrace.	\$37,227	\$37,227	7	17
Eco-Institute at Sanctuary Farm	Community Garden Cooperative	Expand Community Garden Cooperative and create a new Training Program	\$50,800	\$0	8	17
The Arts Center	Haven for Outdoor Eco-Classroom	Solar Powered Shelter with 16 places to charge up, explore, create, and learn.	\$41,729	\$0	9	17
St. Thomas More Catholic Church	EV Charging Station	EV Charging Station Installation	\$22,030	\$0	10	16
Triangle ECycling	The e is for Equity.	Discount eBike with Voucher Pilot Program	\$50,000.00	\$0	11	13
School Applications:						
Name	Project	Description	Amount Requested	Recommended Funding Level	Rank	Total Score out of 26 Points
Chapel Hill Carrboro City Schools	LED Lights	LED Campus Lighting Changeover	\$270,000	\$94,014	1	17
Orange County Schools	Solar	54 Panel Solar Pedestal with Battery Storage	\$287,959	\$188,029	2	11

Below is a set of expanded details for each proposed project, in rank order per HRC and CFE scoring. The quoted text was pulled directly from various sections of the submitted applications. Also summarized below are the comments from the HRC and the CFE, along with scores and funding recommendations.

### #1 Ranked Project – Habitat for Humanity

**Applicant (Collaborators):** Habitat for Humanity

**Funding Requested:** \$55,000

**Recommended Funding Level:** \$55,000

**Total Score (Out of 26 pts):** 21

**Project Description:** Habitat for Humanity of Orange County proposes to use \$55,000 in Orange County Climate Action Grant Funds to provide supplemental weatherization services on five homes being repaired through the organization's Home Preservation program in the coming year. Habitat's Home Preservation program serves Orange County residents who own their homes but are unable to afford necessary repairs due to low or fixed incomes. Of this amount, \$50,000 will go towards the direct cost of the weatherization projects, including materials, subcontractor labor, and direct construction staff labor. The remaining \$5,000 is a 10% overhead charge for support staff and other costs to administer the program.

**Project Benefits:** Funds will increase the energy efficiency of homes through projects such as repair or replacement of aging HVAC systems, repair or replacement of drafty windows, and the addition of insulation in crawl spaces and attics. Of the repair applications that Habitat receives, about half are for these types of weatherization projects. Increasing the energy efficiency of aging homes can immediately create savings for Orange County homeowners while reducing the demand on the power grid or removing gas and oil furnaces.

Habitat considers this work to preserve the affordable housing stock that already exists in our County to be essential and urgent. Once these properties are sold and often redeveloped, they will likely never be affordable again.

**Reviewer Comments:**

We are pleased to continue supporting this community leader in their efforts to provide energy efficiency services for low-income residents in Orange County.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$733**

## #2 Ranked Project – Urban Sustainability Solutions

**Applicant (Collaborators):** Burts Bees Foundation, NC DEQ/EPA, Carrboro Stormwater/Public Works, Triangle Community Foundation

**Funding Requested:** \$69,156

**Recommended Funding Level:** \$69,156

**Total Score (Out of 26 pts):** 21

**Project Description:** Urban Sustainability Solutions is requesting grant funding to create a Green Infrastructure Workforce Development Apprenticeship Program for underserved youth and to fund 40% of the installation cost of Green Infrastructure on single family residences that are in neighborhoods that the North Carolina Department of Environmental Quality's Environmental Justice Program has designated as underserved and low income.

**Project Benefits:** Students will obtain after-school green-jobs training by job shadowing with environmental contractors who will be installing rain gardens, rain-harvesting cisterns, riparian buffers, and other sustainable stormwater "best management practices" (BMP's) on underserved/low-income properties suffering from flooding and erosion issues in Orange County. The curriculum specifically targets students who have not performed at grade level in math and sciences. Based on direct past experience this hands-on curriculum leads to improved student performance in traditional STEM curricula and improves environmental literacy and stewardship.

**Reviewer Comments:** We are pleased to support this project as it builds on work previously started in neighboring Durham County. Additionally, we are excited to receive an application that is focused on nature-based climate solutions that engage young people in our community.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$191**

## #3 Ranked Project – Town of Chapel Hill

**Applicant (Collaborators):** The Hargraves Community Center

**Funding Requested:** \$95,000

**Recommended Funding Level:** \$0

**Total Score (Out of 26 pts):** 20

**Project Description:** The requested funds will be used to purchase and install new LED light fixtures to replace the existing, less efficient metal halide fixtures at the Hargraves Community Center outdoor basketball court. Hargraves Community Center is located in Chapel Hill’s largest historically black neighborhood and is part of the NC Civil Rights Trail. In addition to the emissions reductions, this retrofit would enhance safety, improve neighborhood relations, and minimize maintenance and energy costs.

**Project Benefits:** This proposed upgrade would provide both better lighting and better quality of life. Carbon emissions will be reduced through improved energy efficiency, and this new lighting system will significantly reduce spill light and glare while also allowing the lights to be consistently turned off each night by 11 pm. This has biodiversity benefits (especially for migrating birds in spring and fall) and would benefit neighbors by reducing light spillage, glare, and noise after 11 pm.

**Reviewer Comments:** This initiative is supported, however funding was not recommended this year as there were many community applicants that had not received funding from the CCAG program in the past. This project’s benefits included lighting areas that are not currently lit and reduced energy consumption due to timers which also reduced nighttime light pollution. We encourage Chapel Hill to continue to pursue this effort.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$956**

**#4 Ranked Project – Hillsborough United Church of Christ**

**Applicant (Collaborators):** N/A

**Funding Requested:** \$10,000

**Recommended Funding Level:** \$10,000

**Total Score (Out of 25 pts):** 20

**Project Description:** The project is to add solar panels to provide green energy for our building. This project is part of a long-term vision to dramatically reduce our carbon footprint and to live out part of our calling and mission to care for creation. As a smaller faith community, we have wanted to move toward solar but the costs have made it prohibitive for a congregation of our size. With the passage of the Inflation Reduction Act and the inclusion of faith communities for the federal rebate, it began to be a real possibility.

**Project Benefits:** This project indirectly benefits the wider community by reducing the use of fossil fuels that contribute to global warming. The project over its lifetime will have the equivalent impact of planting 4,987 trees, creating nearly 160 new acres of forest land and will have the same impact of not driving fossil fueled cars for 481,470 miles. These benefits directly help Hillsborough but also our world as we all move to do our part to reduce the harmful impacts of climate change. We hope at the completion of this project we can share with other congregations our success and that solar is a real possibility for them as well.

**Reviewer Comments:** We are pleased that this project utilized funding from additional sources beyond the CCAG furthering their larger sustainability efforts and that there is intentional community focus on awareness of renewable impacts. We are also happy to support an organization in the northern portion of Orange County.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$126**

**#5 Ranked Project – Binkley Baptist Church**

**Applicant (Collaborators):** N/A

**Funding Requested:** \$49,036

**Recommended Funding Level:** \$49,036

**Total Score (Out of 26 pts):** 18

**Project Description:** With this grant we wish to install 46 solar panels (18.86 DC Net-metered) with an annual production of 23,905 kWh/year to reduce Binkley’s energy-generated carbon emissions by more than 32,500 lbs/year. By doing so, Binkley will demonstrate its continuing commitment to do all we can as a

multiracial/multiethnic congregation to care for the Earth and reduce the impacts of climate change which are felt most acutely by poor and marginalized people. 9

**Project Benefits:** This project will directly benefit the multiracial/multiethnic congregation, the preschool, and day care program for low-income families, and the many community users of the church, such as AA, Al anon groups and others. In total, approximately 500 people/week will benefit from the 'clean energy' generated by the added panels. In addition, our Earth Ministry team is active in all of the towns within Orange County providing education and outreach for the community, our congregation and user groups about the positives of solar energy for the climate, and other topics such as waste-diversion, global climate change, and environmental issues.

**Reviewer Comments:** We are excited to support a community organization that is also leveraging the Solarize the Triangle program for additional cost savings. We love the community outreach portion of this application and believe their engagement with the broader community has great potential to reach individuals outside of the direct Binkley Baptist community to educate and inform the community about climate change, programs such as Solarize the Triangle and promoting sustainable practices.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$122**

### #6 Ranked Project – EMPOWER-ment

**Applicant (Collaborators):** SolarEquity

**Funding Requested:** \$134,562

**Recommended Funding Level:** \$61,623

**Total Score (Out of 26 pts):** 18

**Project Description:** The funds provided by Orange County's Community Climate Action Grant Program will go directly towards installing rooftop solar on EmPOWERment's PEACH Apartments located in Chapel Hill. The funds will cover 18.1% of operations, 100% of equipment, and 100% of personnel costs.

**Project Benefits:** EmPOWERment Inc. (EI) is building an apartment building. As a partner, SolarEquity will install rooftop solar on the PEACH Apartments, a rental complex for ten low-income and very low-income families. Installing rooftop solar will mitigate carbon emissions while decreasing the target population's energy burden.

**Reviewer Comments:** We are excited about this project and recognize that EMPOWERment is in the early stages of construction with opportunity to seek additional funds through the next CCAG round of funding and/or other outlets to support the remaining funding need. We feel strongly that the final outcome of this project should emphasize any savings received going directly to the tenants of the PEACH apartments through reduced utility expense.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$106**

### #7 Ranked Project – Club Nova

**Applicant (Collaborators):** Carrboro Farmers' Market, NC Botanical Garden

**Funding Requested:** \$37,227

**Recommended Funding Level:** \$37,227

**Total Score (Out of 26 pts):** 17

**Project Description:** Club Nova will use funds for completing plans for our garden, greenhouse, and terrace to grow our own vegetables and herbs; purchasing materials for these areas including accessible raised beds and planters, purchasing an energy efficient stackable washer and dryer that utilizes less water and sanitizes reusable items such as dish clothes, cloth napkins, and towels.

**Project Benefits:** Club Nova works with individuals living with serious mental illness. We anticipate at least 100 10 members will directly benefit from our project. Our project includes minimizing the greenhouse gas emissions and minimizing our carbon footprint through accelerating and expanding the following: Plant based diet, food waste reduction plan, composting, growing our own vegetables and herbs, increasing local purchasing, recycling, utilizing reusable products/items (i.e. cloth napkins and limiting one time use items), and capturing and reusing rainwater. Our members will benefit from a healthier, sustainable diet and from being part of a larger focus to make a significant, positive impact on climate change.

**Reviewer Comments:** We are pleased to support an organization that supports an underserved population within our County. We also love that this population will have a voice in the voting and execution of this project.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$116**

### **#8 Ranked Project – Eco-Institute at Sanctuary Farm**

**Applicant (Collaborators):** N/A

**Funding Requested:** \$50,800

**Recommended Funding Level:** \$0

**Total Score (Out of 26 pts):** 17

**Project Description:** Funds will be used to expand the existing Community Garden Cooperative and to create a new Community Garden Training Program by providing scholarships for residents from low-income households and/or marginalized communities. Funds will also be used to hire Orange County Farmers and Gardeners as guest teachers.

**Project Benefits:** Participants learn to grow organic food while engaging in intergenerational conversations about climate resilience. Climate resilient gardening includes practices like increasing native plant diversity, composting household food waste, improving soil health, growing heat tolerant vegetable crops, and using stormwater management practices. Participants are invited to bring their household compost, which serves as fertilizer for the garden. We share in the labor and share in the harvest. Participants go home with a basket full of fresh, healthy garden produce each week. This reduces their dependence on the industrial food system.

**Reviewer Comments:** Recommended not funding due to limited public benefit and uncertainty due to community being served. Suggest that the organization seek other philanthropic funding sources.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$not estimated**

### **#9 Ranked Project – The ArtsCenter**

**Applicant (Collaborators):** N/A

**Funding Requested:** \$41,729

**Recommended Funding Level:** \$0

**Total Score (Out of 26 pts):** 17

**Project Description:** At our new home, we have an enclosed garden space that we will turn into an Outdoor Eco-Classroom. This outdoor learning center will educate patrons of all ages on our rooftop solar system as well as other eco-friendly projects they can incorporate into their lives from outdoor hydroponics to garden art created using recycled materials. The learning center of this classroom will be Haven, a solar powered shelter in the sun with 16 places to charge up, explore, create and learn. Haven is made by the NC based company, Spotlight Solar. The structure was designed in Raleigh and is manufactured in Sanford, NC.

**Project Benefits:** This project will help us educate the community about our solar project made possible through previous funding The ArtsCenter received last year through the Orange County Community Climate Action Grant Program. This shelter will offer our community a solar workspace, a solar classroom and a solar charging station

for up to 16 devices. By adding signage to Haven with QR codes that link to our website, we can share how both 11 Haven and our full rooftop solar system are positively impacting our community. By amplifying our commitment to green design and initiatives, Haven will become the focal point of our Outdoor Eco-Classroom. Our youth will learn creative ways they can incorporate ecofriendly life choices into their day-to-day routines. Making our commitment to the environment more visible, individuals and businesses alike will be inspired to adopt similar initiatives, specifically solar.

**Reviewer Comments:** This project did not offer a significant amount of GHG reduction for the expenditure and therefore we did not recommend funding. We would like to encourage the ArtsCenter to continue to apply for funding for impactful projects that are highly visible to the community and that provide educational opportunities.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$1,354**

### #10 Ranked Project – St Thomas More Catholic Church

**Applicant (Collaborators):** N/A

**Funding Requested:** \$22,030

**Recommended Funding Level:** \$0

**Total Score (Out of 26 pts):** 16

**Project Description:** Installation of an EV charging Station in the church/parish center area that would be freely accessible to visitors on campus. Equipment costs are for parts and equipment. Personnel costs are for installation and project associated labor.

**Project Benefits:** The station will be located in the parking area of the building where most meetings and activities happen making it accessible to any visitor on campus with an EV. EV chargers offset fossil fuels that would be burned by internal combustion engines in fuel engine vehicles. The EV charger station would be tied to the solar array to be installed on the building roof later this year, therefore offsetting electric grid electricity generated by fossil fuel plants in NC.

**Reviewer Comments:** In the future, this grant would be more likely to receive recommendation for funding if the project were expanded to offer benefits to those beyond the St. Thomas More community due to the nature of the time it takes to complete a full charge.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$225**

### #11 Ranked Project – Triangle ECycling

**Applicant (Collaborators):** Bike Walk NC, Carolina Tarwheels, City of Raleigh, Chapel Hill Cycling, Bicycle Alliance of Chapel Hill

**Funding Requested:** \$50,000

**Recommended Funding Level:** \$0

**Total Score (Out of 26 pts):** 13

**Project Description:** To purchase 25-30 electronic bikes and sell them to Orange County residents at below market prices. Half of the bikes will be sold to qualified low-income residents using a discount voucher program to promote social justice and racial equity. This pilot program will raise awareness of ebikes as a healthy, environmentally friendly way of reducing car trips and commuting, including accessing public transportation for work and school. It will be the first step in making Orange County a leader in the national ebike voucher movement.”

**Project Benefits:**

The people who purchase the ebikes will benefit most directly. Indirectly the community will benefit from reduced GHG emissions. This is a small pilot program but OC residents will benefit from the increased use of ebikes as they are proven to replace cars for short “around town” trips and provide a way to commute from

home and work for public transportation riders. The positive impact on air quality and traffic congestion are benefits that can be shared by all. 12

**Reviewer Comments:** Recommend not funding at this time. We support the idea and would love to see this concept considered further in future grant cycles with additional information on the specific logistics of this proposal further described.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$791**

## #1 Ranked School Project – Chapel Hill Carrboro City Schools

**Applicant (Collaborators):**

**Funding Requested:** \$270,000

**Recommended Funding Level:** \$94,014

**Total Score (Out of 26 pts):** 17

**Project Description:** Funds will be used to accelerate LED campus lighting changeovers on school district's campuses – specifically, to fund 50% or more of the cost to complete this work at Carrboro High School.

**Project Benefits:** To provide the latest lighting technology to reduce energy usage while providing superior lighting for students, staff and campus visitors. Over 500 students and 100 staff will benefit each day. There is an on-going benefit of eliminating lighting maintenance which is very significant. The project accelerates and expands the LED campus lighting project.

**Reviewer Comments:** These funds may be spent over the next 2 years and although we cannot fully fund either project, we are in full support of these projects. The allocation of school funds is split 1/3 CHCCS and 2/3 OCS due to the fact that OCS has not been able to apply for and receive funding over the past two grant cycles. Since the creation of the Community Climate Action Grant, CHCCS has received \$525,075 more than OCS.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$93**

## #2 Ranked School Project – Orange County Schools

**Applicant (Collaborators):**

**Funding Requested:** \$287,959

**Recommended Funding Level:** \$188,029

**Total Score (Out of 26 pts):** 11

**Project Description:** To add a second 54-panel solar pedestal and battery bank storage which can generate power for four EV chargers, stadium lights at Orange Middle School and irrigation pumps for athletic fields at Orange High School while creating a battery bank of storage sufficient to sell energy back to Duke Energy.

**Project Benefits:** Solar power reduces operating expenses of the schools and provides opportunity for overall budget cost reductions, while also generating revenue to offset utility expenses. Off the grid energy production creates resiliency and opportunities for educating about solar power within the schools.

**Reviewer Comments:** These funds may be spent over the next 2 years and although we cannot fully fund either project, we are in full support of these projects. The allocation of school funds is split 1/3 CHCCS and 2/3 OCS due to the fact that OCS has not been able to apply for and receive funding over the past two grant cycles. Since the creation of the Community Climate Action Grant, CHCCS has received \$525,075 more than OCS.

**Grant Dollars Requested Per Metric Ton of Greenhouse Gas Emissions Reduced During Project Lifetime: \$340**

General Applications:											
Name	Project	Funding Requested	Social Justice Racial Equity	GHG Emissions Reduced	Efficient Use of Funds	Capacity of Applicant	Local Economic Development	Amount Duration of Engagement	Time to Complete	Total Score out of 26 Points	Final Rank
			Out of 6 points	Out of 4 points	Out of 4 points	Out of 3 points	Out of 3 points	Out of 3 points	Out of 3 points		
Habitat for Humanity	Supplemental Weatherization	\$55,000.00	4	3	4	3	3	2	2	21	1
Urban Sustainability Solutions	Growing More than Rain Gardens	\$69,156.00	6	2	3	3	2	3	2	21	2
Town of Chapel Hill	LED Lighting Upgrades	\$95,000.00	4	3	4	3	2	2	2	20	3
Hillsborough United Church of Christ	Solar Panel Project	\$10,000.00	3	4	4	3	2	2	2	20	4
Binkley Baptist Church	Let There Be (Clean Energy) Light!	\$49,036.02	4	3	3	3	1	2	2	18	5
EMPOWERment	Rooftop Solar on PEACH Apartments	\$134,562.00	5	3	3	2	2	1	2	18	6
Club Nova	Big Impact Small Footprint	\$37,227.38	5	1	2	3	2	2	2	17	7
Eco-Institute at Sanctuary Farm	Community Garden Cooperative	\$50,800.00	6	1	1	3	2	2	2	17	8
The Arts Center	Haven for Outdoor Eco-Classroom	\$41,729.00	4	2	2	3	2	2	2	17	9
St. Thomas More Catholic Church	EV Charging Station	\$22,030.00	2	3	3	3	1	2	2	16	10
Triangle ECycling	The e is for Equity	\$50,000.00	3	2	2	2	1	1	2	13	11
School Applications:											
Chapel Hill Carrboro City Schools	LED Lights	\$270,000	3	3	3	3	1	2	2	17	1
Orange County Schools	Solar Panel	\$287,959	1	2	2	2	1	1	2	11	2

## Attachment 2 - Community Climate Action Grant Project Status

Fiscal Year	Project	Organization	Award Amount	Estimated Annual GHG Reduction metric tons CO2e	Project Status
19-20	Solar for Schools*	Orange County Schools	\$150,000	82	In progress
19-20	Solar for Schools**	Chapel Hill Carrboro City Schools	\$150,000	194	In progress
19-20	Supplemental Weatherization	Orange County	\$150,000	22	In progress
19-20	LED Light Campaign*	Orange County	\$19,272	10.5	COMPLETED
20-21	Tree Planting Program	Town of Chapel Hill	\$40,000	533lbs	Planting trees now
20-21	Electric Vehicle Charging Station	Town of Chapel Hill	\$18,500	6	COMPLETED
20-21	Cedar Falls Park LED Light Conversion	Town of Chapel Hill	\$128,057	9	COMPLETED
20-21	Cane Creek Reservoir 352.4 kW Solar	OWASA	\$75,000	119	COMPLETED
20-21	Water heater replacements	NAACP	\$122,100	26	In progress
20-21	Solar Panels on Affordable Habitat Homes	Habitat for Humanity of Orange County	\$95,000	43	COMPLETED
21-22	Low Income HVAC Replacement	Rebuilding Together of the Triangle	\$113,000	34	In progress
21-22	Neighborhood Energy Resiliency Project	NC Sustainable Energy Association	\$90,000	10	In progress
21-22	Food Waste Monitor	Eno River Farmer's Market	\$4,000	37	COMPLETED
21-22	Food Waste Monitor	Town of Carrboro	\$3,765	44	In progress
21-22	Bike Rack and EV Charging Station	The ArtsCenter	\$17,000	6	COMPLETED
21-22	203 Project Solar Array and Green Roof	Town of Carrboro	\$40,567	See FY 22-23	In progress
21-22	Solar for Schools	Chapel Hill Carrboro City Schools	\$250,00	See FY 19-20	In progress
22-23	Habitat Rooftop Solar	Habitat for Humanity	\$100,000	70	In progress
22-23	Weatherization	Rebuilding Together of the Triangle	\$25,000	26	In progress
22-23	Food Waste Monitors	Eno River Farmers' Market	\$4,500	37	In progress
22-23	203 Solar Project	Town of Carrboro	\$40,575	23	In progress
22-23	Fleet Electrification Project	Town of Chapel Hill	\$50,000	33	In progress
22-23	Solar Roof	The ArtsCenter	\$55,000	28	COMPLETED
22-23	Emission Reductions Through HVAC Replacements	Chapel Hill Carrboro City Schools	\$275,075	80	In progress

\* 54 Panel bi-facial solar pedestal and two EV chargers; \*\* Chapel Hill and East Chapel Hill High School and Morris Grove and Northside Elementary receiving solar (installation August 2024)

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda**

**Item No.** 6-c

**SUBJECT:** BOCC Boards and Commissions Assignments

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**DEPARTMENT:** Board of Commissioners

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**ATTACHMENT(S):**

1. Policy Governing the Selection Process of BOCC Boards/Commissions Assignments
  2. Selection Process Guide
  3. Current Boards and Commissions Listing
- 

**INFORMATION CONTACT:**

Clerk's Office, 919-245-2130

**PURPOSE:** To consider selecting the boards and commissions Board members would like to serve on in 2024.

**BACKGROUND:** BOCC members serve on various County and County-related boards and commissions. On an annual basis, BOCC members indicate their desire to continue serving on specific boards or commissions or their desire to make changes. The following attachments are provided to aid in the selection process:

Attachment 1: Policy Governing the Selection Process of BOCC Boards/Commissions Assignments

Attachment 2: Selection Process Guide

Attachment 3: Current Boards and Commissions Listing

**FINANCIAL IMPACT:** There is no financial impact associated with this item.

**SOCIAL JUSTICE IMPACT:** There is no Orange County Social Justice Goal associated with this item.

**ENVIRONMENTAL IMPACT:** There is no Orange County Environmental Responsibility Goal impact associated with this item.

**RECOMMENDATION(S):** The Manager recommends that the Board discuss and select the boards and commissions on which Board members would like to serve, and formally approve the assignments.

### **Policy Governing the Selection Process of BOCC Boards/Commissions Assignments**

1. One "Save" in order of seniority (choosing one board that they currently serve on and service as an officer is not an automatic exemption):
  - If a "Save" is skipped by a BOCC member
    - The save process continues through the remaining BOCC members
    - Then, by seniority, the members who skipped are allowed one pick so that each BOCC member has one position.
  - Appointments to regional boards are limited to four -1 year terms
  - Appointments to intra-county boards are limited to two -1 year terms

The round robin process will continue as in the past below:

2. The junior member will then pick one board first in the first round and then least senior members of the Board will choose one board on which to serve
3. In the second round, the senior member will pick first, and then the other senior members to the least senior member will pick
4. And then it is back to the junior member.....

# BOCC Boards/Commissions Assignments Selection Process Guide

# Seated BOCC Members

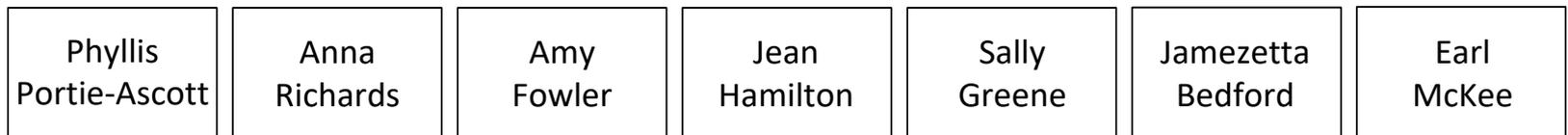
- One “Save” in order of seniority
- If a “Save” is skipped by a BOCC member
  - The save process continues through the remaining BOCC members
  - Then, by seniority, the members who skipped are allowed one pick so that each BOCC member has one position.
- Regional Boards – no more than 4 years
- Intra-County Boards – no more than 2 years

# Save Order by Seniority



Start

# Selection Order – Reverse Seniority<sup>6</sup> (after save)



## ATTACHMENT 3

Board Name	Board Type	Board Contact	Board Contact Email	Meeting Frequency	Meeting Date & Time	Meeting Location	# of Commissioners to Serve	2023 Commissioner(s)	2024 Commissioner(s)
ABC Board	Statutory; intra-county	Tony DuBois Angel Neighbours	<a href="mailto:ocabc@orangeabc.com">ocabc@orangeabc.com</a> <a href="mailto:admin@orangeabc.com">admin@orangeabc.com</a>	Monthly	Third or Fourth Tuesday 10:00 AM	In person 601 Valley Forge Rd. Hillsborough, NC 27278	Commissioner not required (non-voting member)	Commissioner Fowler <b>TIMED OUT</b>	
Alliance Health Board of Directors	Statutory; regional	Veronica Ingram	<a href="mailto:vingram@alliancehealthplan.org">vingram@alliancehealthplan.org</a>	Monthly	First Thursday 4:00 PM	Hybrid 5200 Paramount Pkwy Morrisville, NC 27560	1 Commissioner	Commissioner Hamilton  (Potentially serve Feb. 2023-Dec. 2026)	
Board of Health	Statutory; intra-county	Quintana Stewart La Toya Strange	<a href="mailto:gstewart@orangecountync.gov">gstewart@orangecountync.gov</a> <a href="mailto:lstrange@orangecountync.gov">lstrange@orangecountync.gov</a>	Monthly	Fourth Wednesday 7:00 PM	In person 300 W. Tryon St. Hillsborough, NC 27278	1 Commissioner	Commissioner Bedford  (Potentially serve Feb. 2023-Dec. 2024)	
Board of Social Services	Statutory; intra-county	Lindsey Shewmaker Nancy Coston	<a href="mailto:lsheemaker@orangecountync.gov">lsheemaker@orangecountync.gov</a> <a href="mailto:ncoston@orangecountync.gov">ncoston@orangecountync.gov</a>	Monthly	Third Monday 4:00 PM	Hybrid 113 Mayo St. Hillsborough, NC 27278	Commissioner not required, but typically 1 serves	Commissioner Bedford <b>TIMED OUT</b>	
Burlington/Graham MPO Transportation Advisory Committee	Regional	Wannetta Mallette Nish Trivedi	<a href="mailto:wmallette@burlingtonnc.gov">wmallette@burlingtonnc.gov</a> <a href="mailto:ntrivedi@orangecountync.gov">ntrivedi@orangecountync.gov</a>	~6 times per year	Third Tuesday 5:30 PM	In person 425 Lexington Ave. Burlington, NC 27215	2 Commissioners; 1 member, 1 alternate	Commissioner Richards-Member  (Potentially serve Feb. 2023-Dec. 2026)  Commissioner Fowler-Alternate  (Potentially serve Feb. 2023-Dec. 2026)	
Central Pines Regional Council	Regional	Beth Davis	<a href="mailto:bdavis@centralpinesnc.gov">bdavis@centralpinesnc.gov</a>	~6 times per year	Fourth Wednesday 6:00 PM	In person 4307 Emperor Blvd. Durham, NC 27703 or on site at a member government	2 Commissioners; 1 member, 1 alternate	Commissioner McKee-Member  (Potentially serve Feb. 2023-Dec. 2026)  Commissioner Hamilton-Alternate  (Potentially serve Feb. 2023-Dec. 2026)	
Central Pines Rural Planning Organization (CPRPO) Rural Transportation Advisory Committee (formerly TARPO TAC)	Regional	Nish Trivedi	<a href="mailto:ntrivedi@orangecountync.gov">ntrivedi@orangecountync.gov</a>	Bi-monthly	Second Thursday 12:00 PM	Hybrid (two meetings per year may be in-person only) In person locations TBD	2 Commissioners; 1 member, 1 alternate	Commissioner Portie-Ascott-Member  (Potentially serve Feb. 2023-Dec. 2026)  Commissioner Richards-Alternate  (Potentially serve Feb. 2023-Dec. 2026)	
Climate Council	Intra-county	Amy Eckberg	<a href="mailto:aekberg@orangecountync.gov">aekberg@orangecountync.gov</a>	TBD	TBD	TBD	1 Commissioner	N/A	

Board Name	Board Type	Board Contact	Board Contact Email	Meeting Frequency	Meeting Date & Time	Meeting Location	# of Commissioners to Serve	2023 Commissioner(s)	2024 Commissioner(s)
Cooperative Extension Leadership Council	Intra-county	Jonathon Smith	<a href="mailto:josmith@orangecountync.gov">josmith@orangecountync.gov</a>	Quarterly	First Tuesday 4:00 PM	Hybrid 1020 US-70 West Hillsborough, NC 27278	1 Commissioner	Commissioner Fowler  (Potentially serve Feb. 2023-Dec. 2024)	
Durham- Chapel Hill – Carrboro Metropolitan Planning Organization Board	Regional	Colleen McGue Nish Trivedi	<a href="mailto:Colleen.McGue@dchcmpo.org">Colleen.McGue@dchcmpo.org</a> <a href="mailto:ntrivedi@orangecountync.gov">ntrivedi@orangecountync.gov</a>	Monthly	Fourth Tuesday 9:00 AM	In person (alternate may attend virtually and not vote) 4307 Emperor Blvd. Durham, NC 27703	2 Commissioners; 1 member, 1 alternate	Commissioner Bedford-Member  (Potentially serve Dec. 2020-Dec. 2024) Commissioner Greene-Alternate  (Potentially serve Dec. 2020-Dec. 2024)	
Durham Tech Board of Trustees	Intra-county	Toni R. Brown	<a href="mailto:brownt@durhamtech.edu">brownt@durhamtech.edu</a>	~6 times per year	Tuesdays 3:00 PM	Hybrid Lyon Board Room, Building 5, Durham Tech Main Campus 1637 E Lawson St, Durham, NC 27703	1 Commissioner	Commissioner McKee  (Potentially serve Feb. 2023-Dec. 2024)	
Family Success Alliance Advisory Council	Intra-county	Dana Crews	<a href="mailto:dcrews@orangecountync.gov">dcrews@orangecountync.gov</a>	Quarterly	Mondays 1:00 PM	Virtual	1 Commissioner	Commissioner Richards  TIMED OUT	
Fire Chief's Association of Orange County	Intra-county	Ricky Baker	<a href="mailto:chief@ogfire.org">chief@ogfire.org</a>	Bi-monthly	First Wednesday 7:00 PM	In person Location varies between fire stations	Commissioner not required, but can attend as guest	Commissioner Bedford  (Potentially serve Feb. 2023-Dec. 2024)	
Go Triangle Board of Trustees	Regional	Michelle Dawson	<a href="mailto:mdawson@gotriangle.org">mdawson@gotriangle.org</a>	Monthly	Fourth Wednesday 12:00 PM	Hybrid 4600 Emperor Blvd. Durham, NC 27703	1 Commissioner	Commissioner Greene  (Potentially serve Feb. 2023-Dec. 2026)	
Go Triangle Special Tax Board	Regional	Michelle Dawson	<a href="mailto:mdawson@gotriangle.org">mdawson@gotriangle.org</a>	Once a year; more if needed	Meets once each January and more if needed	Hybrid 4600 Emperor Blvd. Durham, NC 27703	2 Commissioners	Commissioner McKee  TIMED OUT Commissioner Fowler  (Potentially serve Dec. 2020-Dec. 2024)	
Go Triangle Transit Advisory Committee	Regional	Michelle Dawson	<a href="mailto:mdawson@gotriangle.org">mdawson@gotriangle.org</a>	~6 times per year	TBD	Hybrid 4600 Emperor Blvd. Durham, NC 27703	1 Commissioner	Commissioner Hamilton  (Potentially serve Feb. 2023-Dec. 2026)	
Healthy Carolinians	Intra-county	McKayla Creed	<a href="mailto:mcreed@orangecountync.gov">mcreed@orangecountync.gov</a>	TBD	TBD	TBD	Commissioner not required; often same Commissioner as serves on the Board of Health	Commissioner Bedford  (Potentially serve Feb. 2023-Dec. 2024)	

Board Name	Board Type	Board Contact	Board Contact Email	Meeting Frequency	Meeting Date & Time	Meeting Location	# of Commissioners to Serve	2023 Commissioner(s)	2024 Commissioner(s)
Intergovernmental Parks Work Group	Intra-county	Marabeth Carr Kalani Allen	<a href="mailto:mcarr@orangecountync.gov">mcarr@orangecountync.gov</a> <a href="mailto:kallen@orangecountync.gov">kallen@orangecountync.gov</a>	Bi-annually	Second Wednesday 5:30 PM	Virtual	2 Commissioners; 1 member, 1 alternate	Commissioner Fowler-Member  (Potentially serve Feb. 2023-Dec. 2024)  Commissioner Hamilton-Alternate  <b>TIMED OUT</b>	
JCPC (Orange County Juvenile Crime Prevention Council)	Intra-county	Rebekah Rapoza	<a href="mailto:rrapoza@orangecountync.gov">rrapoza@orangecountync.gov</a>	Bi-monthly	First Friday 12:00 PM	Hybrid 113 Mayo St., Hillsborough, NC 27278	1 Commissioner	Commissioner Portie-Ascott  (Potentially serve Feb. 2023-Dec. 2024)	
Jordan Lake One Water Coalition	Regional	Wesley Poole Emily Barrett	<a href="mailto:wpoole@orangecountync.gov">wpoole@orangecountync.gov</a> <a href="mailto:ebarrett@centralpinesnc.gov">ebarrett@centralpinesnc.gov</a>	Monthly	Second Thursday 1:00 PM	Virtual	1 Commissioner	N/A	
Justice Advisory Council	Intra-county	Caitlin Fenhagen	<a href="mailto:cfenhagen@orangecountync.gov">cfenhagen@orangecountync.gov</a>	Quarterly	Fridays Typically midday	Virtual	2 Commissioners	Commissioner Richards  <b>TIMED OUT</b>  Commissioner Fowler  (Potentially serve Feb. 2023-Dec. 2024)	
Legislative Issues Work Group (LIWG)	Internal	Greg Wilder	<a href="mailto:gwilder@orangecountync.gov">gwilder@orangecountync.gov</a>	As needed	TBD	Virtual	2 Commissioners	Commissioner Bedford  (Potentially serve Feb. 2023-Dec. 2024)  Commissioner Portie-Ascott  (Potentially serve Feb. 2023-Dec. 2024)	
Orange County Behavioral Health Task Force	Intra-county	Caitlin Fenhagen	<a href="mailto:cfenhagen@orangecountync.gov">cfenhagen@orangecountync.gov</a>	Quarterly	Thursdays Typically mornings	Virtual	1 Commissioner	Commissioner Richards  (Potentially serve Feb. 2023-Dec. 2024)	
Orange County Local Government Affordable Housing Collaborative	Intra-county	Bonnie Hammersley Erica Cormack	<a href="mailto:bhammersley@orangecountync.gov">bhammersley@orangecountync.gov</a> <a href="mailto:ecormack@orangecountync.gov">ecormack@orangecountync.gov</a>	Monthly	First Thursday 5:30 PM	Virtual	1 Commissioner	Commissioner Portie-Ascott  (Potentially serve Feb. 2023-Dec. 2024)	
Orange County Partnership for Young Children	Intra-county	Robin Pulver	<a href="mailto:rpulver@orangesmartstart.org">rpulver@orangesmartstart.org</a>	Bi-monthly	Last Wednesday 8:30 AM	In Person TBD-varies	1 Commissioner	Commissioner Richards  (Potentially serve Feb. 2023-Dec. 2024)	
Orange County Partnership to End Homelessness	Intra-county	Rachel Waltz	<a href="mailto:rwaltz@orangecountync.gov">rwaltz@orangecountync.gov</a>	Monthly	Third Monday 6:00 PM	Hybrid 104 S. Estes Dr. Chapel Hill, NC 27514	1 Commissioner	Commissioner Greene  (Potentially serve Feb. 2023-Dec. 2024)	

Board Name	Board Type	Board Contact	Board Contact Email	Meeting Frequency	Meeting Date & Time	Meeting Location	# of Commissioners to Serve	2023 Commissioner(s)	2024 Commissioner(s)
Piedmont Food Processing Center	Regional	Eric Hallman	<a href="mailto:eric.hallman@pfapnc.org">eric.hallman@pfapnc.org</a>	Quarterly	First Friday 10:00 AM	In person 500 Valley Forge Rd. Hillsborough, NC 27278	1 Commissioner	Commissioner Greene  (Potentially serve Dec. 2020-Dec. 2024)	
Research Triangle Regional Partnership Executive Board	Regional	Steve Brantley	<a href="mailto:sbrantley@orangecountync.gov">sbrantley@orangecountync.gov</a>	2-3 times per year	TBD	In person TBD in Raleigh	1 Commissioner	Commissioner Portie-Ascott  (Potentially serve Feb. 2023-Dec. 2026)	
Solid Waste Advisory Group (SWAG)	Intra-county	Robert Williams	<a href="mailto:rwilliams@orangecountync.gov">rwilliams@orangecountync.gov</a>	As needed	TBD	Hybrid 1207 Eubanks Rd. Chapel Hill, NC 27516	2 Commissioners	Commissioner McKee  (Potentially serve Feb. 2023-Dec. 2024)  Commissioner Fowler  (Potentially serve Feb. 2023-Dec. 2024)	
Strategic Communications Work Group	Internal	Todd McGee	<a href="mailto:tmcgee@orangecountync.gov">tmcgee@orangecountync.gov</a>	Monthly	First Friday 9:00 AM	Virtual	2 Commissioners	Commissioner Hamilton  <b>TIMED OUT</b>  Commissioner McKee  (Potentially serve Feb. 2023-Dec. 2024)	
The Chamber for a Greater Chapel Hill-Carrboro Board of Directors	Intra-county	Rebecca Dickinson	<a href="mailto:rdickenson@carolinachamber.org">rdickenson@carolinachamber.org</a>	Monthly	Third Thursday 8:30 AM	In person 104 S. Estes Dr. Chapel Hill, NC 27514	1 Commissioner	Commissioner Richards  <b>TIMED OUT</b>	
UNC Coal Transition Project	Regional	Amy Eckberg	<a href="mailto:aekberg@orangecountync.gov">aekberg@orangecountync.gov</a>	As needed	Fridays 3:00 PM	In person 601 W Rosemary St. Suite 220 Chapel Hill, NC 27516	1 Commissioner	N/A	
Upper Neuse River Basin Association	Regional	Haywood M. Phthisic, III	<a href="mailto:haywood@unrba.org">haywood@unrba.org</a>	Bi-monthly	Third Wednesday 9:30 AM	Hybrid In person location TBD	2 Commissioners; 1 member, 1 alternate	Commissioner Greene-member  (Potentially serve Dec. 2021-Dec. 2025)  Commissioner Bedford-alternate  (Potentially serve Dec. 2021-Dec. 2025)	
Visitor's Bureau Advisory Board	Intra-county	Laurie Paolicelli Hannah Hemphill	<a href="mailto:lpaolicelli@orangecountync.gov">lpaolicelli@orangecountync.gov</a> <a href="mailto:hhemphill@orangecountync.gov">hhemphill@orangecountync.gov</a>	Monthly	Third Wednesday 8:00 AM	In person Locations TBD	1 Commissioner	Commissioner McKee  <b>TIMED OUT</b>	
Inactive									
North/South Bus Rapid Transit (N/S BRT) policy committee	Intra-county	Nish Trivedi	<a href="mailto:ntrivedi@orangecountync.gov">ntrivedi@orangecountync.gov</a>	As needed	TBD	TBD	1 Commissioner	Commissioner Portie-Ascott  (Potentially serve Feb. 2023-Dec. 2024)	

NOTE: The Chair of the Board of County Commissioners serves as an ex-officio member of the Burwell School

**ORANGE COUNTY  
BOARD OF COMMISSIONERS  
ACTION AGENDA ITEM ABSTRACT  
Meeting Date: December 12, 2023**

**Action Agenda  
Item No. 7-a**

**SUBJECT:** Discussion on School and County Capital Planning and Financing Scenarios

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**DEPARTMENT:** County Manager, Finance and  
Administrative Services, and  
Asset Management Services  
(AMS)

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**ATTACHMENT(S):**

- Attachment 1. Financing Scenario  
Illustrations
- Attachment 2. O'Brien Atkins Facility  
Master Plan
- Attachment 3. Woolpert School Facility  
and Optimization Plan

**INFORMATION CONTACT:**

Travis Myren, (919) 245-2308  
Gary Donaldson, (919) 245-2453  
Kirk Vaughn, (919) 245-2153  
Steve Arndt, (919) 245-2658

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**PURPOSE:** To review and discuss financing scenarios related to implementing the long range County Facility Plan and the School Long Range Facilities Optimization Plan and to provide direction to staff on adjustments to the financing scenarios defined in this abstract with the goal of adopting a preferred plan of finance by the end of January 2024.

**BACKGROUND:** The County engaged two facility consulting firms to evaluate the condition and adequacy of both County and School facilities and to make prioritized recommendations on capital improvements over a ten year planning horizon. Both plans utilize the Facilities Conditions Index which quantifies facility conditions and can be used to prioritize repairs and replacements.

**County Facility Plan**

The County selected O'Brien Atkins Associates on March 2022 to review the state of County facilities from both a facility condition and space planning context over a 10-year period. O'Brien Atkins Associates presented a final draft to the Board of Commissioners on November 9, 2023. That draft identified eight decision points to improve public safety, justice, social services, and recreational facilities over the next ten years. The lowest cost alternative identified a total of \$130 million in renovation and construction needs.

**School Facility Plan**

The County and School Districts selected Woolpert in March 2023 to review the state of the school facilities from a facility condition, space planning, and educational adequacy context. Woolpert last presented to the County Board on December 4, 2023 outlining four options to address the next five to fifteen years of school facility needs. The total cost of those options range from \$219 million to \$1.1 billion. Woolpert is recommending an option that would require \$1 billion in capital investment over the next 15 years.

County staff has worked with the County's financial advisors to determine alternative plans of finance that would be needed to fund the various options. This presentation details the debt metrics that are used to evaluate the amount of debt the County carries, the revenue and expenditure assumptions contained in the debt model, and the tax rate and debt policy implications of the options presented by Woolpert.

### **Debt Metrics**

As credit rating agencies evaluate the County's financial condition, they examine three primary metrics related to the amount of debt the County is obligated to pay.

- **Ten Year Payout Ratio**

This metric measures the amount of principal to be paid in the next ten-year period to prevent backloading debt payments. One rating agency adds a positive adjustment if the ten-year payout ratio is 65% or greater. This means that 65% of outstanding principal payments are paid within ten years. The County's current payout ratio is 67.1% and is managed by structuring level principal payments over the entire term of the debt issue.

- **Debt to Assessed Value Ratio**

This metric measures the amount of outstanding tax supported debt as a percentage of the County's assessed value (tax base). This is one measure of the County's ability to raise revenue to make debt service payments. As assessed values increase, the County's ability to generate enough revenue to pay back existing debt also increases. The County's current policy is that total outstanding debt will not exceed 3% of assessed value. The County's current debt to assessed value ratio is 1.28%. Having a ratio under 3% also results in a positive credit rating adjustment. All of the financing scenarios discussed below maintain a debt to assessed value ratio of under 3%.

- **Debt Service to General Fund Revenue Ratio**

This metric compares the amount of debt service payments the County is obligated to pay on an annual basis to total projected general fund revenues. This is a quantitative representation of the County's ability to pay debt obligations on an annual basis. If debt service is growing at a higher rate than general fund revenues, the proportion of the County's budget that is dedicated to debt will increase and lower the ability to fund other operating expenses. The County's current policy is to maintain annual debt service costs at or below 15% of general fund revenues. The County has modestly exceeded this policy in the past. According to one rating agency, a "strong" position is 8% to 15%, and an "adequate" position is 15% to 25%. In FY2023-24, debt service is 13.60% of total general fund revenues. This ratio is tracked in each of the financing scenarios below.

### **Model Assumptions**

The debt model makes several assumptions to predict the likely impact that a given amount of borrowing will have on the debt service to general fund revenue metric and the property tax rate required to make annual debt service payments.

- **Assessed Value**

The assessed value growth assumption is important because it is directly linked to the debt service to assessed value metric discussed above, and it dictates the amount of revenue that each penny on the property tax rate can generate.

In most years, assessed value grows by approximately 2% annually. However, in years in which a revaluation occurs, assessed value grows at a much higher rate as all of the real property in the County is valued as closely as possible to market value. The Department of Revenue has indicated that current market values are well above the assessed values that were established in the 2020 revaluation. In the second quarter of 2023, the NC Department of Revenue estimated that current assessed values are representing approximately 64.8% of market value. As a result, total assessed value may increase by as much as 50% when adjusted to market conditions, increasing the value of one penny from \$2,304,674 to \$3,476,344 which is reflected in the debt model. In future revaluation years, the rate of growth is moderated to approximately 11% which is consistent with prior revaluation years.

- **Total General Fund Revenue**

Total General Fund Revenue is primarily comprised of property tax (68%) and sales tax (15.6%). Total property tax collections are calculated by applying a tax rate to total assessed value which is assumed to grow as described above. Sales tax collections are assumed to grow at a rate of 4% annually. Additionally, the model assumes that the operating budget will increase by 3% annually which requires associated revenue growth.

- **Current Existing and Planned Resources**

The County has already authorized and planned funding in the Capital Investment Plan (CIP) that would partially address the needs identified in the facility studies. The County has approximately \$202 million in existing and planned tax supported capital investments, and the School Districts have approximately \$148 million in approved and planned funding to address the Woolpert Scenarios. Funding for school recurring capital and technology investments are not included in the effort to fund the Woolpert recommendations.

<b>County Existing and Planned Tax Supported Borrowing</b>	
County Projects Approved Projects Not Financed	\$10 million
County Projects – Ten Year CIP	\$192 million
<b>Total Existing and Planned</b>	<b>\$202 million</b>

<b>School Districts Existing and Planned Tax Supported Borrowing</b>	
Remaining 2016 Bond Funds	\$15 million
Remaining Deferred Maintenance Funds	\$38 million
School Projects – Ten Year CIP	\$95 million
<b>Total Existing and Planned</b>	<b>\$148 million</b>

### **Financing Scenarios**

Each of the financing scenarios is evaluated on the basis of tax rate impacts and the resulting debt service to general fund revenue metric. In order to manage the number of scenarios presented, each model assumes that existing and planned tax supported borrowing is funded at the amounts contained in the accepted Capital Investment Plan.

The variable in each of the scenarios is the amount of new funding for County and School facility needs. As a starting point, the amount of funding for County projects represents either the first five years of the County Facility Plan or all ten years. The financing scenario illustrations (attached) indicate the tax rate impact on each scenario if only the first five years of County projects were funded over the ten-year period in an effort to reduce the number of options. The amount of funding for school projects substantially align with the options contained in the Woolpert study of long range school capital needs. To provide a consistent comparison between options,

all models assume an upfront tax increase in FY 2026, after a potential bond referendum in November 2024.

Scenario Title	New County Funding	New School Funding	One Time Tax Rate Impact	Peak Debt Service to Revenue
A1	\$75 million	\$130 million	4.00 cents	17.4%
A2	\$130 million	\$130 million	4.57 cents	18.0%
C1	\$130 million	\$400 million	7.89 cents	22.0%
C2	\$130 million	\$300 million bond + \$100 million pay-go	8.66 cents	19.4%
D	\$130 million	\$630 million	11.22 cents	26.6%

## Scenario Descriptions

- **Scenario A1**
  - Spreads the first five years of County Facility Plan (\$70 million) over ten years and adds 3% annual inflation (\$5 million) to account for spreading the projects over a longer timeframe
  - Continues the \$130 million school bond from the FY2023-24 CIP
  - When combined with existing and planned resources, provides \$219 million in the first five years to meet Woolpert's Option A and an additional \$59 million over the ten-year planning horizon to address other priority needs.
  - The County would have sufficient collateral to finance this scenario with a Limited Obligation Bond instead of a voter approved General Obligation Bond.
- **Scenario A2**
  - Funds the County Facility Plan short range and mid-range projects (\$130 million) over ten years
  - Continues the \$130 million school bond from FY2023-24 CIP
  - When combined with existing and planned resources, provides \$219 million in the first five years to meet Woolpert's Option A and an additional \$59 million over the ten-year planning horizon to address other priority needs.
  - The County would have sufficient collateral to finance this scenario with a Limited Obligation Bond instead of a voter-approved General Obligation Bond.
- **Scenario B**

Option B from the Woolpert report was not analyzed since it costs more (\$1.1 billion) than Option D (\$1.0 billion) and does not address any of the educational adequacy or interior space improvements.
- **Scenario C1**
  - Funds the County Facility Plan short range and mid-range projects (\$130 million) over ten years
  - Adds a \$400 million school bond
  - When combined with existing and planned resources, yields total school resources of \$548 million which meets the Woolpert Option C target of \$541.2 million with an additional \$6.8 million to address other priority needs.

- **Scenario C2**
  - Funds the County Facility Plan short range and mid-range projects (\$130 million) over ten years
  - Adds a \$300 million school bond and \$100 million in pay-as-you go (cash)
  - When combined with existing and planned resources, yields total school resources of \$548 million which meets the Woolpert Option C target of \$541.2 million with an additional \$6.8 million to address other priority needs.
  
- **Scenario D**
  - Funds the County Facility Plan short range and mid-range projects (\$130 million) over ten years
  - Adds a \$630 million school bond to fund Phases I & II over ten years
  - Does not include the third phase since it falls outside of the ten (10) year planning horizon
  - When combined with existing and planned resources, yields total school resources of \$778 million which meets the Woolpert Option D target of \$776.9 million for phases I & II with an additional \$1.1 million to address other priority needs.

### **Bond Funding Practice**

Historically, the County has allocated bond funds to the two school districts based on the average daily membership in place at the time the bond was authorized. In FY 2023-24, that would mean Chapel Hill-Carrboro City Schools would receive 58.44% of the funding, and Orange County Schools would receive 41.56% of the total. Unlike in the operating budget where average daily membership must be used to allocate funding, the County is not obligated to fund capital projects in the same way.

Since the County now has a prioritized plan for school funding, bond funds could be allocated on a project basis instead of by average daily membership. Given that average daily membership helps to drive facility needs, moving to a project-based approach would not have a dramatic impact on these allocations. Based on the projects contained in Phase 1 of the Woolpert recommended Option D, Chapel Hill Carrboro City Schools would implement projects representing 58.2% of the total Phase 1 projects while Orange County Schools would implement projects representing 41.8% of the recommended amount.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ESTABLISH SUSTAINABLE AND EQUITABLE LAND-USE AND ENVIRONMENTAL POLICIES**  
The fair treatment and meaningful involvement of people of all races, cultures, incomes and educational levels with respect to the development and enforcement of environmental laws, regulations, policies, and decisions. Fair treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.

**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Responsibility Goal impacts are applicable to this item:

- **ENERGY EFFICIENCY AND WASTE REDUCTION**  
Initiate policies and programs that: 1) conserve energy; 2) reduce resource consumption; 3) increase the use of recycled and renewable resources; and 4) minimize waste stream impacts on the environment.

- **RESULTANT IMPACT ON NATURAL RESOURCES AND AIR QUALITY**

Assess and where possible mitigate adverse impacts created to the natural resources of the site and adjoining area. Minimize production of greenhouse gases.

**RECOMMENDATION(S):** The Manager recommends that the Board provide direction to staff on adjustments to the financing scenarios defined in this abstract with the goal of adopting a preferred plan of finance by the end of January 2024.

Agenda Item 7.a.



# Attachment 1

## Financing Scenario Illustrations

# Scenario A1 - \$130 million bond + \$75 million County Plan

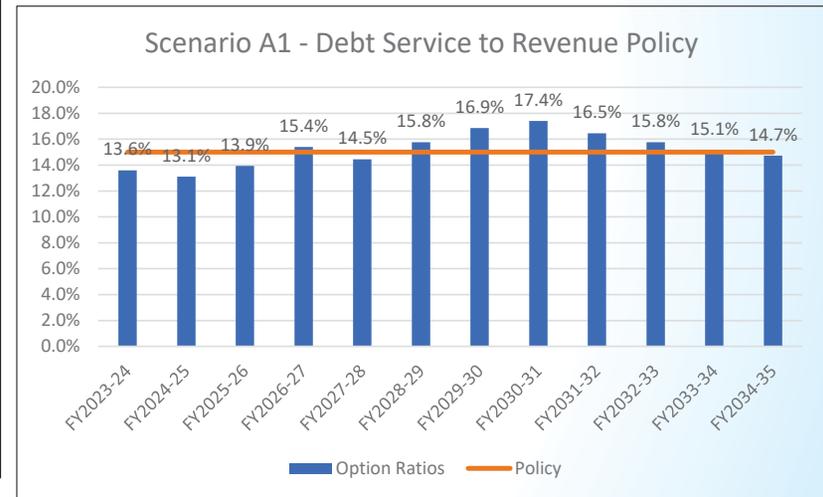
## Financing Amounts

<b>Total County Funding</b>	
Existing County CIP	\$ 192.0 million
Plus Other Existing Resources	\$ 10.0 million
County Facility Plan	\$ 75.0 million
<b>Total Capital Funding - County</b>	<b>\$ 277 million</b>

<b>Total School Funding</b>	
Existing School CIP	\$ 95.0 million
Plus Other Existing Resources	\$ 53.0 million
Additional School Needs	\$ 130.0 million
<b>Total Capital Funding</b>	<b>\$ 278.0 million</b>
Woolpert Option A (over 5 years)	\$ 219.0 million
<i>Over Target</i>	\$ 59.0 million

- First five years of County Facility Plan (\$70 million) spread over ten years with additional inflation added (\$5 million).
- \$130 million bond assumed in FY2023-24 CIP
- Produces \$59 million over Woolpert Option A
  - Would provide \$11.9 million annually for maintenance in years 6-10 or additional priority needs
- Front loaded School borrowings
  - \$130 million over three consecutive years
- Could be accomplished with a Limited Obligation Bond instead of a voter approved General Obligation Bond

<b>Scenario A1 - Tax Rate</b>	
Existing CIP	2.0cents
County Facility Plan	0.11cents
Additional School Needs	1.89cents
<b>Total Tax Impact</b>	<b>4.00cents</b>

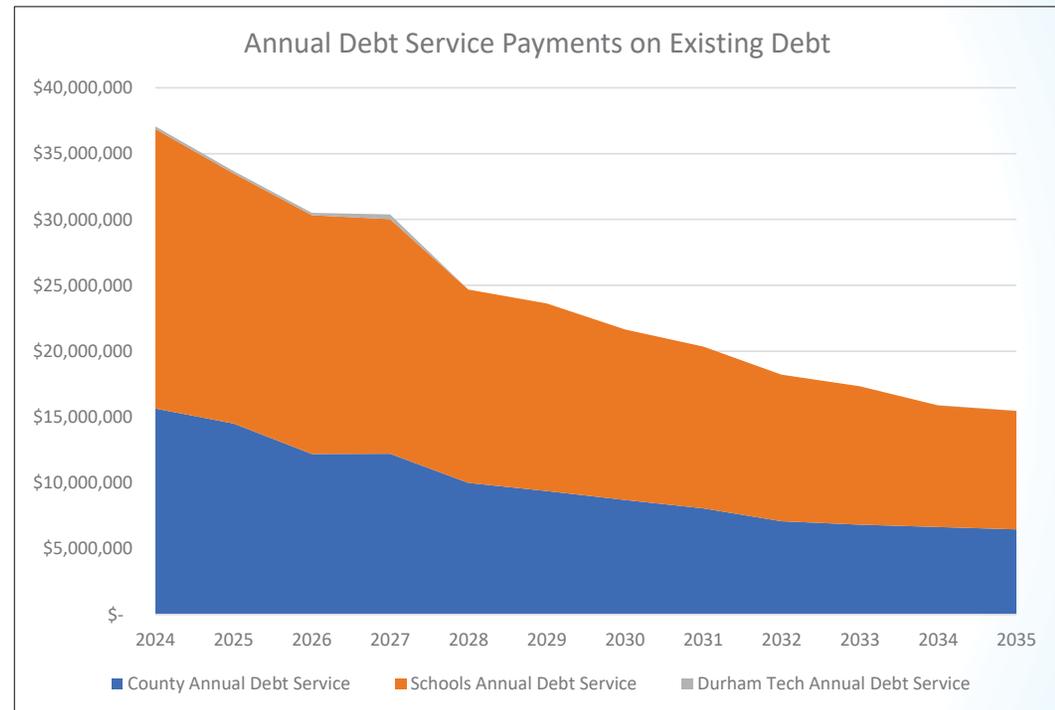


\*Does not include \$33 million in recurring capital or \$33 million in projected Article 46 revenue for technology



## Existing Annual Debt Service

- County tax rate impact is minimized due to decline in existing debt service between FY2026-27 and FY2027-28
- Approximately \$58.8 million of \$75 million is timed to occur after capacity is gained in FY2027-28
- School projects are front loaded resulting in a higher tax impact
- School project timing could be adjusted to benefit from capacity gained in FY2027-28



# Scenario A2 - \$130 million bond + \$130 million County Plan

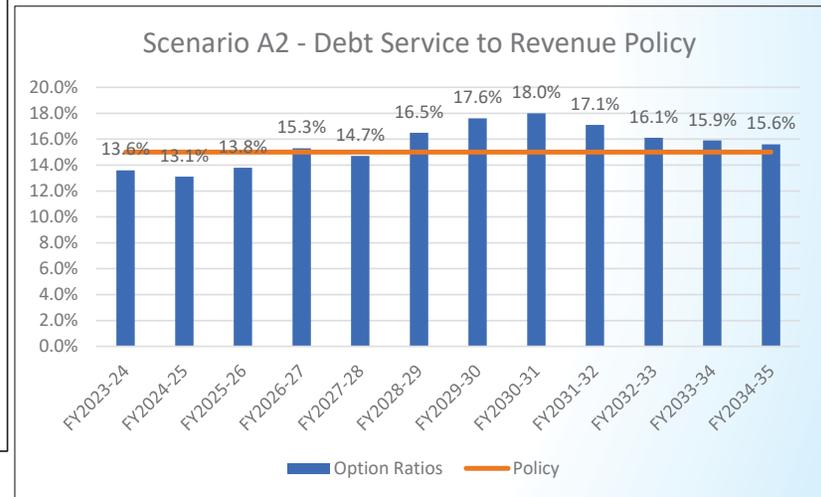
## Financing Amounts

<b>Total County Funding</b>	
Existing County CIP	\$ 192.0 million
Plus Other Existing Resources	\$ 10.0 million
County Facility Plan	\$ 130.0 million
<b>Total Capital Funding - County</b>	<b>\$ 332.00 million</b>

<b>Total School Funding</b>	
Existing School CIP	\$ 95.0 million
Plus Other Existing Resources	\$ 53.0 million
Additional School Needs	\$ 130.0 million
<b>Total Capital Funding</b>	<b>\$ 278.0 million</b>
Woolpert Option A (over 5 years)	\$ 219.0 million
<b>Over Target</b>	<b>\$ 59.0 million</b>

- \$130 million County Facilities Plan over ten years
- \$130 million bond assumed in FY2023-24 CIP
- Produces \$59 million over Woolpert Option A
  - Could provide \$11.9 million annually for maintenance in years 6-10 or for additional priority needs
- Front loaded School borrowings
  - \$130 million over three consecutive years
  - Results in higher tax impact
- Could be accomplished with a Limited Obligation Bond instead of a voter approved General Obligation Bond

<b>Scenario A2 - Tax Rate</b>	
Existing CIP	2.0 cents
County Facility Plan	0.68 cents
Additional School Needs	1.89 cents
<b>Total Tax Impact</b>	<b>4.57 cents</b>



\*Does not include \$33 million in recurring capital or \$33 million in projected Article 46 revenue for technology



# Scenario C1 - \$400 million bond + \$130 million County Plan

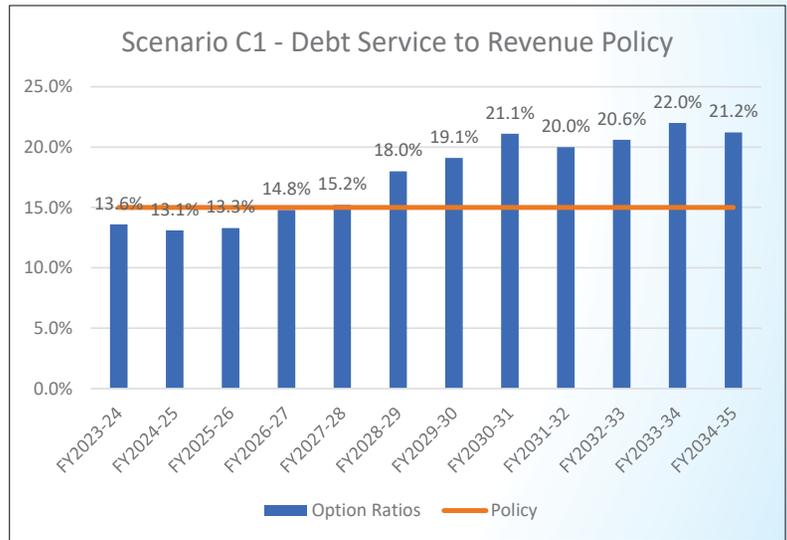
## Financing Amounts

<b>Total County Funding</b>	
Existing County CIP	\$ 192.0 million
Plus Other Existing Resources	\$ 10.0 million
County Facility Plan	\$ 130.0 million
<b>Total Capital Funding - County</b>	<b>\$ 332.00 million</b>

<b>Total School Funding</b>	
Existing School CIP*	\$ 95.0 million
Plus Other Existing Resources	\$ 53.0 million
Additional School Needs	\$ 400.0 million
<b>Total Capital Funding</b>	<b>\$ 548.0 million</b>
Woolpert Option C	\$ 541.2 million
<b>Over Target</b>	<b>\$ 6.8 million</b>

- County Facility Plan over ten years
  - Tax impact can be reduced by .70 cents if County plan reduced to \$75 million
- Woolpert Option C Target – \$541.2 million
- \$6.8 million over Woolpert Scenario C target to address additional priority needs
- Three tranches of school borrowing of \$133.33 each over a seven year period

<b>Scenario C1 - Tax Rate</b>	
Existing CIP	2.0cents
County Facility Plan	0.68cents
Additional School Needs	5.21cents
<b>Total Tax Impact</b>	<b>7.89cents</b>



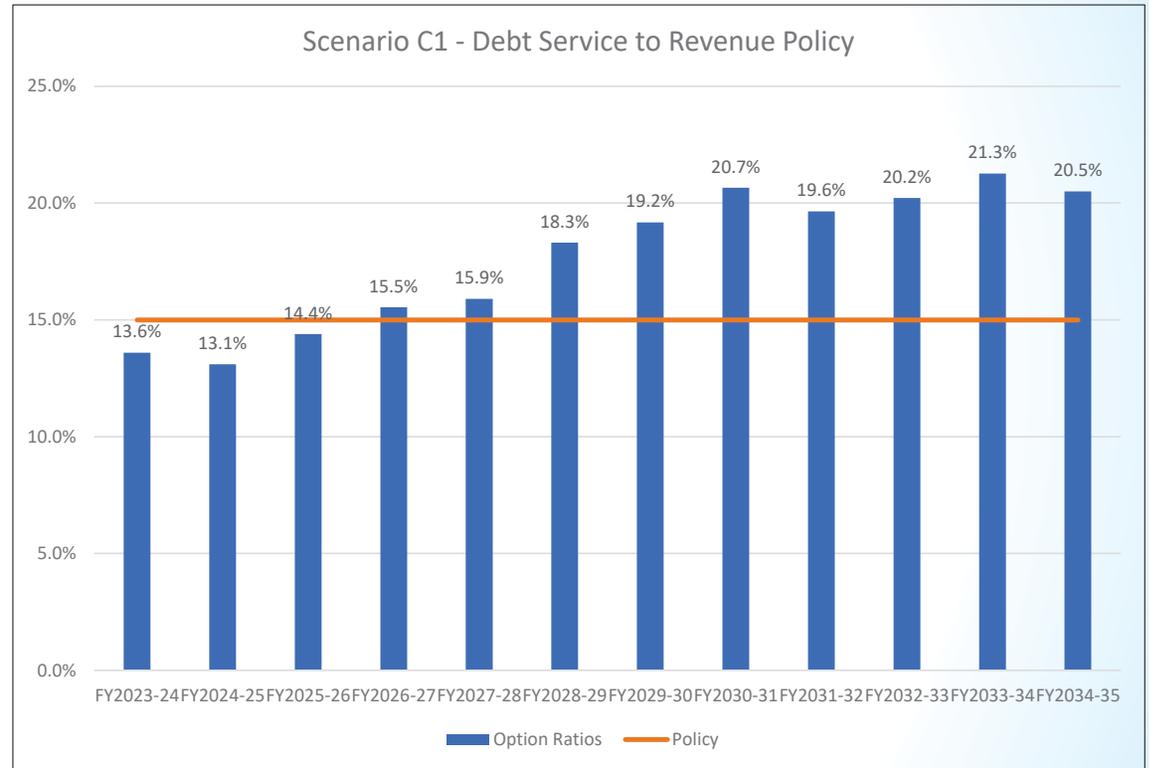
\*Does not include \$33 million in recurring capital or \$33 million in projected Article 46 revenue for technology

# \$400 million bond + \$130 million County Plan with Incremental Tax Rate Increase

- Each scenario could be funded using an incremental tax rate increase instead of an upfront increase. This table illustrates an incremental approach for Scenario C1

Fiscal Year	Incremental Rate Increase in Cents
FY2024-25	
FY2025-26	1.24
FY2026-27	2.08
FY2027-28	.52
FY2028-29	2.76
FY2029-30	1.08
FY2030-31	1.78
FY2031-32	
FY2032-33	
FY2033-34	1.40
FY2034-35	
<b>Total</b>	<b>10.86</b>

Cumulative total is 2.97 cents over upfront impact



## Scenario C2 - \$300 million bond + \$100 million School Pay-Go + \$130 million County Plan

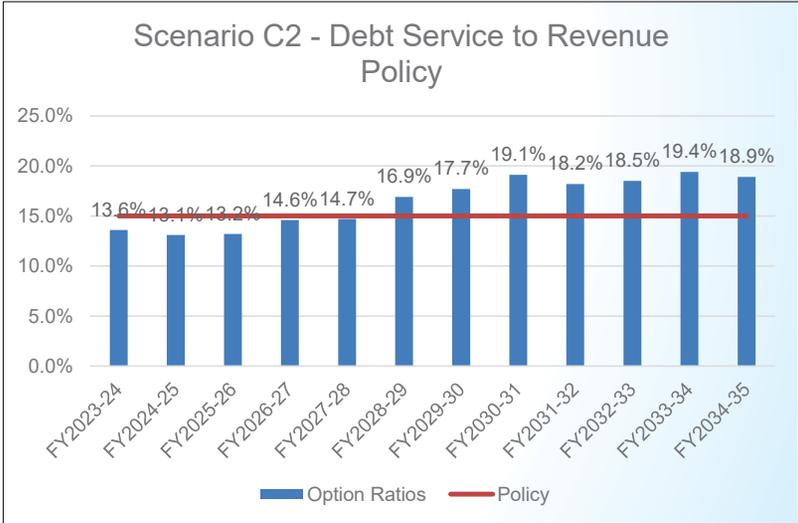
### Financing Amounts

<b>Total County Funding</b>	
Existing County CIP	\$ 192.0 million
Plus Other Existing Resources	\$ 10.0 million
County Facility Plan	\$ 130.0 million
<b>Total Capital Funding - County</b>	<b>\$ 332.00 million</b>

<b>Total School Funding</b>	
Existing School CIP*	\$ 95.0 million
Plus Other Existing Resources	\$ 53.0 million
Additional School Needs - Borrowing	\$ 300.0 million
Additional School Needs – Pay-Go	\$ 100.0 million
<b>Total Capital Funding</b>	<b>\$ 548.0 million</b>
Woolpert Option C	\$ 541.2 million
Over Target	\$ 6.8 million

- County Facility Plan over ten years
  - Tax impact can be reduced by .60 cents if reduced to \$75 million
- Woolpert Option C Target
- \$6.8 million over Woolpert Scenario C target for additional contingency
- \$10 million in annual pay-as-you-go funds (not borrowed) provides flexibility during economic downturns
- Three tranches of school borrowing \$100 each over seven year period

<b>Scenario C2 - Tax Rate</b>	
Existing CIP	2.0cents
County Facility Plan	0.68cents
Additional School Needs - Borrowed	3.25cents
Additional School Needs – Pay-Go	2.73cents
<b>Total Tax Impact</b>	<b>8.66cents</b>



\*Does not include \$33 million in recurring capital or \$33 million in projected Article 46 revenue for technology



# Scenario D - \$630 million bond + \$130 million County Plan

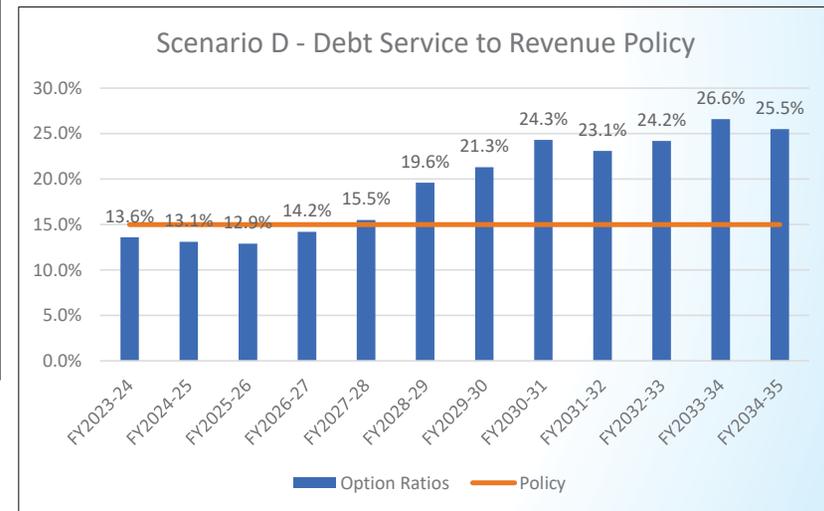
## Financing Amounts

<b>Total County Funding</b>	
Existing County CIP	\$ 192.0 million
Plus Other Existing Resources	\$ 10.0 million
County Facility Plan	\$ 130.0 million
<b>Total Capital Funding - County</b>	<b>\$ 332.00 million</b>

<b>Total School Funding</b>	
Existing School CIP*	\$ 95.0 million
Plus Other Existing Resources	\$ 53.0 million
Additional School Needs	\$ 630.0 million
<b>Total Capital Funding</b>	<b>\$ 778.0 million</b>
Woolpert Option C	\$ 776.9 million
<b>Over Target</b>	<b>\$ 1.1 million</b>

- County Facility Plan over ten years
  - Tax impact can be reduced by .73 cents if reduced to \$75 million
- Woolpert Option D Target - Phases I & II for ten-year comparison (\$776.9 million)
- Phase III in years 11-15 - \$223.1 million
- \$1.1 over Woolpert target
- Three tranches of school borrowing of \$210 million each over seven years

<b>Scenario D - Tax Rate</b>	
Existing CIP	2.0 cents
County Facility Plan	0.68 cents
Additional School Needs	8.54 cents
<b>Total Tax Impact</b>	<b>11.22 cents</b>



\*Does not include \$33 million in recurring capital or \$33 million in projected Article 46 revenue for technology

## Proposed Timeline

Proposed 2024 Capital Planning and Bond Referendum Schedule	
1. Review schedule of approvals for a bond referendum and review the County Facilities Master Plan	<i>November 9<sup>th</sup> Work Session</i>
2. Review School Facilities Long Range Optimization Plan - Woolpert	December 4th Business Meeting
3. Review Financing Scenarios	<i>December 12<sup>th</sup> Business Meeting</i>
4. Approve a tentative plan for Bond Referendum	<i>January 16<sup>th</sup> Business Meeting and/or January 19<sup>th</sup> Retreat</i>
5. Staff meets with Local Government Commission on tentative Bond plan	January/February 2024
6. School Boards adopt a resolution supporting the referendum	February 2024
7. Review potential adjustments to the bond referendum plan, if needed.	<i>March 7 Business Meeting March 12 Work Session March 19 Business Meeting</i>

## Proposed Timeline

Proposed 2024 Capital Planning and Bond Referendum Schedule	
8. BOCC adopts preliminary resolution establishing the bond purpose(s) and sets a not to exceed bond amount(s). <i>Neither the purpose nor the not to exceed amount may change following this action.</i>	<b>April 2<sup>nd</sup> BOCC Business Meeting</b>
9. BOCC appoints a bond education committee and appropriates funds for outreach	<b>April 16<sup>th</sup> BOCC Business Meeting</b>
10. Staff publishes a notice of intent to file an application for a general obligation bond referendum	By May 1
11. Staff files bond application with the Local Government Commission	By May 10
12. BOCC introduces bond order and schedules a public hearing	<b>May 7<sup>th</sup> BOCC Business Meeting</b>
13. BOCC holds public hearing on bond referendum	<b>May 21<sup>st</sup> BOCC Business Meeting</b>
14. BOCC adopts the bond order, formally set the ballot question and referendum date	<b>June 4<sup>th</sup> BOCC Business Meeting</b>
15. Community vote on bond referendum	November 5, 2024

## Facilities Master Plan

A. **Goals for the Facilities Planning Process:** The following facilities planning goals were established early in the process:

- Provide customer service in safe, secure and accessible facilities.
- Be good stewards of the County's financial and land resources.
- Where possible, move out of older facilities that have reached the end of their useful life cycle.
- Consolidate departments and services to gain efficiency.
- Respond to floodplain issues.

B. **Space Planning Analysis:** The Space Planning phase identified an additional 111,891 Departmental Gross Square Feet (DGSF) of space needed by 2040. This translates into a Gross Square Foot (GSF) need of 156,732 by the year 2040. The chart below summarizes this information.

Category	Net Change DGSF	Grossing Factor by Type		GSF Space Needs bt 2040
Admin	13,090	Office	30%	17,017
Community Service	21,880	Office	25%	27,350
Human Services	25,079	Health	45%	36,365
Justice	23,923	Court	45%	21,653
		Office	30%	11,686
Public Safety	22,807	Sheriff	30%	15,191
		EMS	25%	21,080
Support Services	5,112	Office	25%	6,390
Total Space Needed	111,891			156,732

# Facilities Condition Assessment

## Executive Summary

ORANGE COUNTY, NC

BUREAU VERITAS PROJECT: 153546.21R000-001.354

### Facility Condition Index (FCI)

One of the major goals of the FCA is to calculate each building's Facility Condition Index (FCI), which provides a theoretical objective indication of a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility. The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description	
0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCI's have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCI's are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCI's ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the individual findings for this FCA:

Facility (year built)	Cost/SF	Total SF	Replacement Value	Current	3-Year	5-Year	10-Year
129 E. King Street (1947)	\$188	5,958	\$1,122,640	0.0%	2.9%	3.8%	7.3%
AMS Inventory Facility (Old Motor Pool) (1980)	\$105	4,683	\$491,510	0.0%	7.7%	33.8%	44.5%
AMS Storage Facility (Old Car Wash) (1960)	\$105	1,702	\$179,402	32.9%	101.7%	117.3%	123.6%
Animal Services Center (2009)	\$188	23,500	\$4,418,000	0.0%	8.9%	10.3%	45.3%
Blackwood Farm Park (House & barns) (1820)	\$196	2,228	\$436,438	15.3%	34.1%	47.9%	59.8%
Board of Elections (Government Services Annex) (1988)	\$185	12,450	\$2,303,245	0.0%	0.0%	0.0%	16.0%
Bonnie B. Davis Environment and Agricultural Center (2021)	\$176	17,247	\$3,042,971	0.0%	0.0%	0.5%	7.1%
Cadwalder Jones Law Office (1839)	\$188	380	\$67,833	1.6%	21.9%	21.9%	32.6%
Cedar Grove Community Ctr (1951)	\$210	30,782	\$6,476,579	0.0%	1.0%	4.2%	22.1%
Cedar Grove Community Ctr Park Shelter (2009)	\$105	1,450	\$152,839	0.0%	3.8%	14.9%	58.6%
Central Recreation (Annex Bldg) (1957)	\$266	19,000	\$5,055,300	0.1%	11.6%	14.9%	29.2%
Communication Tower, Eno Mountain (1967)	\$105	252	\$26,562	0.0%	9.3%	9.3%	25.5%
Court Street Annex (1936)	\$267	8,500	\$2,267,637	1.0%	4.2%	11.7%	15.8%
Dickson House (Historic Office, Public Restrooms, Doctor's Office House) (1800)	\$188	3,250	\$612,383	0.0%	4.3%	7.6%	19.1%
District Attorney Building (1967)	\$188	7,359	\$1,386,624	0.6%	20.1%	27.8%	46.3%
Efland-Cheeks Communit Center Park Shelter (2000)	\$105	2,200	\$231,894	0.0%	8.6%	17.7%	25.8%
Efland-Cheeks Community Center (1992)	\$238	2,756	\$655,315	0.0%	12.1%	26.2%	38.1%
Efland-Cheeks Community Center Park Shelter (Small) (2006)	\$105	560	\$59,028	0.0%	61.1%	138.6%	192.1%



ORANGE COUNTY, NC

BUREAU VERITAS PROJECT: 153546.21R000-001.354

Facility (year built)	Cost/SF	Total SF	Replacement Value	Current	3-Year	5-Year	10-Year
Efland-Cheeks Community Center (1992)	\$238	2,755	\$655,315	0.0%	12.1%	26.2%	38.1%
Efland-Cheeks Community Center Park Shelter (Small) (2005)	\$105	580	\$59,028	0.0%	61.1%	136.6%	192.1%
Emergency Rescue (Station 1) (1960)	\$188	1,310	\$246,280	4.3%	28.2%	37.7%	63.6%
Emergency Services Center (1989)	\$171	22,069	\$3,768,990	0.0%	7.6%	10.6%	26.6%
Environment & Agricultural Center (1960)	\$173	19,087	\$3,302,221	0.2%	32.9%	46.3%	72.2%
Fairview Park Shelter/Restrooms (2016)	\$105	1,800	\$189,732	0.0%	6.6%	11.3%	58.6%
Farmers' Market Pavilion (2007)	\$105	3,453	\$362,565	0.0%	0.0%	1.2%	17.7%
Fuel Station (1995)	\$105	88	\$9,240	0.0%	982.4%	1,166.7%	3,005.0%
Gateway Center ONLY 2nd & 3rd Floors (2008)	\$170	22,846	\$3,889,947	0.0%	3.1%	5.0%	29.6%
Hillsborough Commons (Café 113) INTERIOR, Skylights & HVAC Equipment Only (1988)	\$157	13,500	\$2,118,246	0.0%	0.0%	1.0%	7.6%
Hillsborough Commons (DSS) (1988)	\$157	56,000	\$8,786,798	0.0%	0.2%	7.5%	32.4%
Historic Courthouse (1845)	\$188	7,128	\$1,340,064	0.6%	31.6%	43.5%	46.9%
Hollow Rock Nature Park (1920)	\$196	5,000	\$979,440	0.0%	1.1%	1.5%	6.7%
Jail (1925)	\$271	40,227	\$10,883,250	0.0%	13.1%	15.9%	20.0%
Jerry M. Passmore Senior Center (2008)	\$264	20,950	\$5,521,546	0.0%	0.3%	4.0%	23.1%
Justice Facility (1954)	\$237	64,937	\$15,418,310	0.0%	2.0%	4.0%	21.7%
Little River Park Ranger Station, Care Takers House, Shelters, & Restrooms (1950)	\$188	2,880	\$537,680	6.4%	32.9%	43.6%	114.2%
Milhouse Road Park & Operations Base (Garage/Workshop) (1941)	\$105	2,337	\$246,335	0.0%	12.1%	14.4%	44.5%
Motor Pool (AMS) (1996)	\$97	10,800	\$1,045,248	1.4%	6.6%	22.0%	52.0%
Orange County Detention Center (2021)	\$264	54,380	\$14,358,125	0.1%	0.1%	0.3%	3.9%
Orange County Public Library (2009)	\$259	23,454	\$6,063,755	0.0%	1.9%	1.9%	24.5%
Orange Public Transportation (1989)	\$188	2,400	\$452,221	0.0%	0.0%	4.7%	34.7%
Parks Operations Base (2021)	\$188	6,732	\$1,268,481	0.0%	0.0%	0.5%	8.2%
Piedmont Food & Ag Processing Center (1989)	\$188	10,400	\$1,959,625	0.0%	0.0%	6.3%	63.6%
Robert & Pearl Seymour Center (2007)	\$166	31,780	\$5,264,141	0.0%	0.8%	7.8%	35.7%
Rogers Road Community Center (2014)	\$238	3,960	\$941,941	0.0%	0.0%	0.9%	10.2%
Soccer.Com Soccer Center Building (2009)	\$276	2,520	\$695,794	0.0%	6.8%	11.9%	29.9%
Solid Waste Administration Building (2009)	\$188	9,880	\$1,861,645	0.0%	6.8%	10.6%	29.3%
Solid Waste Bradshaw Quarry Road (1993)	\$105	144	\$15,179	0.0%	0.0%	176.3%	190.5%
Solid Waste Break Room (1995)	\$105	1,849	\$194,896	0.6%	20.2%	47.6%	62.0%
Solid Waste Eubanks Road (Scale House) (2017)	\$105	1,500	\$158,110	0.0%	0.0%	0.5%	1.9%
Solid Waste High Rock Road (1993)	\$105	144	\$15,179	0.0%	39.8%	137.6%	144.6%
Solid Waste Motor Pool (1997)	\$105	3,840	\$404,761	0.0%	12.9%	38.9%	56.6%
Solid Waste Walnut Grove (1993)	\$105	494	\$52,071	0.0%	94.4%	109.4%	567.7%
Softys Adult Day (2008)	\$266	3,500	\$929,454	0.0%	1.7%	4.6%	18.9%



Facility (year built)	Cost/SF	Total SF	Replacement Value	Current	3-Year	5-Year	10-Year
Southern Human Svcs Ctr (1997)	\$168	26,780	\$4,504,733	0.0%	16.7%	30.1%	44.2%
Twin Creeks Park (all buildings) (1927)	\$196	3,800	\$744,374	6.5%	9.4%	23.6%	58.0%
Visitors Bureau (308 West Franklin Street) (1950)	\$238	4,060	\$965,728	0.0%	4.3%	7.3%	12.2%
West Campus Office Building (2009)	\$159	46,716	\$7,442,102	0.0%	3.6%	6.8%	34.3%
Whitted Human Services Center (Bldg A) Health Dept. (1922)	\$174	33,550	\$5,824,820	0.0%	14.0%	17.8%	25.6%
Whitted Human Services Center (Bldg B) Dental Clinic	\$174	29,550	\$5,130,356	0.0%	9.2%	19.5%	32.0%





## Facilities Master Plan

### Project Phasing

<b>SHORT RANGE (2025-2029)</b>			
#	Description	Cost	YR
SR1	Renovate Link Building	\$9,903,231	2025
SR2	Renovate Wings of Cedar Grove Community Center for Storage	\$4,320,000	2025
SR3	De-construct old jail - move Sherriff evidence storage to Cedar Grove	\$2,025,534	2026
SR4	De-construct Court Stret Annex - Build Parking Lot	\$551,250	2026
SR5	Deconstruct District Attorney Building - Build Parking Lot	\$324,531	2027
SR6	Build EMS Facility	\$26,559,570	2028
SR7	Convert old EMS building for use by AMS	\$5,518,287	2028
SR8	Move storage out of Old EAC Building to Cedar Grove	\$0	2029
SR9	Build Central Recreation Building at Motor Pool Site	\$17,340,851	2029
SR10	Build Transportation Addition to Motor Pool Building	\$4,266,299	2029
	TOTAL	\$70,809,553	
<b>MID RANGE (2030-2034)</b>			
#	Description	Cost	YR
MR 1	Develop EAC Property for Affordable Housing	\$0	2030
MR 2	Deconstruct Central Rec & Create Open space	\$996,197	2030
MR 3	Build Addition to Southern Health & HS Bldg.	\$16,086,726	2031
MR 4	Deconstruct Transportation Bldg	\$122,987	2032
MR 5	Build Sherriff Office at Motor Pool site	\$22,556,272	2033
MR 6	Renovate Ground Floor of Justice Bldg	\$2,740,762	2033
MR 7	Build Parking Deck at Old Jail	\$14,831,155	2034
MR 8	Move CJRD out to Link, Renovate CJDR space	\$228,018	2034
MR9	Renovate 3 District Courtrooms in Justice Center	\$1,900,155	2035
	TOTAL	\$59,462,272	

Note: First ten years of phasing plan total **\$130,271,805**

<b>LONG RANGE (2035-2040)</b>			
<b>#</b>	<b>Description</b>	<b>Cost</b>	<b>YR</b>
LR 1	Move Public defender out of 115 E. King st (lease) and into Justice center 2nd Floor		2035
LR 2	Deconstruct Battle Courtroom and build a new Superior Court Addition to Justice Center		2035
LR 3	Build Addition to the east of Justice center for a new Superior Courtroom. Move Superior Court out of Historic Courthouse.		2036
LR 4	Convert Historic Courthouse to a Cultural Center/Museum		2036
LR 5	Build Health (Med +Dental Clinics) Building, move staff out of Whitted.		2037
LR 6	Build Addition to LR 5 Building for Helath Admin Spaces, move staff out of Whitted.		2037
LR 7	Move County Attorney, Equity & Inclusion to Whitted Building. Exit lease of 1000 Corpoerate Drive.		2038
LR 8	Build Social Services campus to Replace Hillsborough Common Exit Hillsborough Commons lease.		2039
LR 9	Move Finance & Administrative Services and Risk Management out of West Campus Office Building to Whitted Building.		2039
LR 10	Renovate West campus to accommodate growth of remaining departments.		2040

Note: Long Range projects are not budgeted, as they occur at a future date that would make such budgets unreliable. It is recommended that the Facilities Master Plan should be reviewed and updated every five years. These projects should be budgeted at a time closer to actual implementation.

Supporting the mission of Chapel Hill-Carrboro City Schools and Orange County Schools to build an inclusive school community that engages, empowers, and inspires students and provides an education that addresses the social, emotional, intellectual, and physical needs of every student.

2023

# LONG-RANGE FACILITIES OPTIMIZATION PLAN



ORANGE COUNTY  
NORTH CAROLINA

CHapel Hill-CARRBORO  
CITY SCHOOLS

Orange County  
Schools



WOOLPERT

November 22, 2023





# CONTENTS

00 Executive Summary	1
01 Introduction	3
02 Approach And Findings	5
03 CHCCS Options	11
04 OCS Options	15
05 Recommendation	19
06 Ongoing Capital Renewals	25
07 Conclusion	31

Recommendations that strategically and responsibly invest in facilities to impact the greatest number of students. Investing in school facilities directly impacts student learning, student and staff health, and community vitality.



00

# EXECUTIVE SUMMARY

This Long-Range Facilities Optimization Plan supports the mission of Chapel Hill-Carrboro City Schools (CHCCS) and Orange County Schools (OCS) to build an inclusive school community that engages, empowers, and inspires students and provides an education that addresses the social, emotional, intellectual, and physical needs of every student.

This plan provides guidance to county and district leadership in making decisions to adequately fund facility improvements while working within fiscal realities. Investing in school facilities directly impacts student learning, student and staff health, and community vitality.

## APPROACH AND FINDINGS

To understand existing conditions and create an actionable plan, Orange County engaged Woolpert to lead an assessment and master planning program for CHCCS and OCS school districts. Facility condition assessments provide the baseline for school district master planning to effectively prioritize capital improvement projects that maximize return on investment and the student environment.

The components of the portfolio analysis included the facility condition assessments, educational adequacy assessments, enrollment, and capacity of 39 school and administrative facilities in CHCCS and OCS. The data was compiled to understand the overall condition and needs of the individual facilities to develop options and a final recommendation. Assessment information can be found in the *2023 State of Facilities Report*.

## RECOMMENDED OPTIONS

Recommended options were developed after analyzing components of each district's portfolio of schools, including grade configuration, geography, facility condition, educational program needs, proximity of schools to one another, enrollment, utilization, and other relevant elements.

This information was organized and analyzed in various options ranging from minimum viable repairs through potential renovations and replacement. The options were vetted through an iterative process with leadership from Orange County, CHCCS, and OCS. Based on the feedback received from the stakeholders, a final recommendation was compiled for consideration.

## FINAL RECOMMENDATION

Woolpert recommends that Orange County pursue a long-term plan that prioritizes replacing the oldest, smallest, least educationally adequate facilities with newer facilities appropriately sized and arranged to support modern teaching and learning standards. The recommendation recognizes that many facilities will never catch up on their backlog of deferred maintenance, and even if that was feasible, it would not be advisable. Several of the oldest schools are not large enough to be financially self-sustaining given today's standards, nor are they designed with modern teaching and learning in mind. If a facility is inadequate to continue educating students over the coming decades and has significant condition needs, planning to replace the school when possible makes the best financial and educational sense.

**COST.** The recommendation calls for \$1 billion investment over 15 years. While a significant sum of money by any standard, the Facility Condition Assessment identified \$1 billion in total condition needs over the next ten years. Only addressing these facility condition needs would do nothing to increase operational efficiency or educational adequacy. This plan prioritizes replacements and renovations over merely addressing maintenance needs.

**PHASING.** The plan can be best achieved through three five-year construction phases prioritized by district leadership and designed to minimize student disruption and costs during construction.

## FINAL RECOMMENDATION – COSTS PER PHASE

	CHCCS	OCS	Total
Phase 1	\$249.2M	\$179.2M	\$428.4M
Phase 2	\$167.0M	\$181.5M	\$348.5M
Phase 3	\$130.7M	\$103.2M	\$233.9M
<b>Total</b>	<b>\$546.9M</b>	<b>\$463.9M</b>	<b>\$1,010.8M</b>

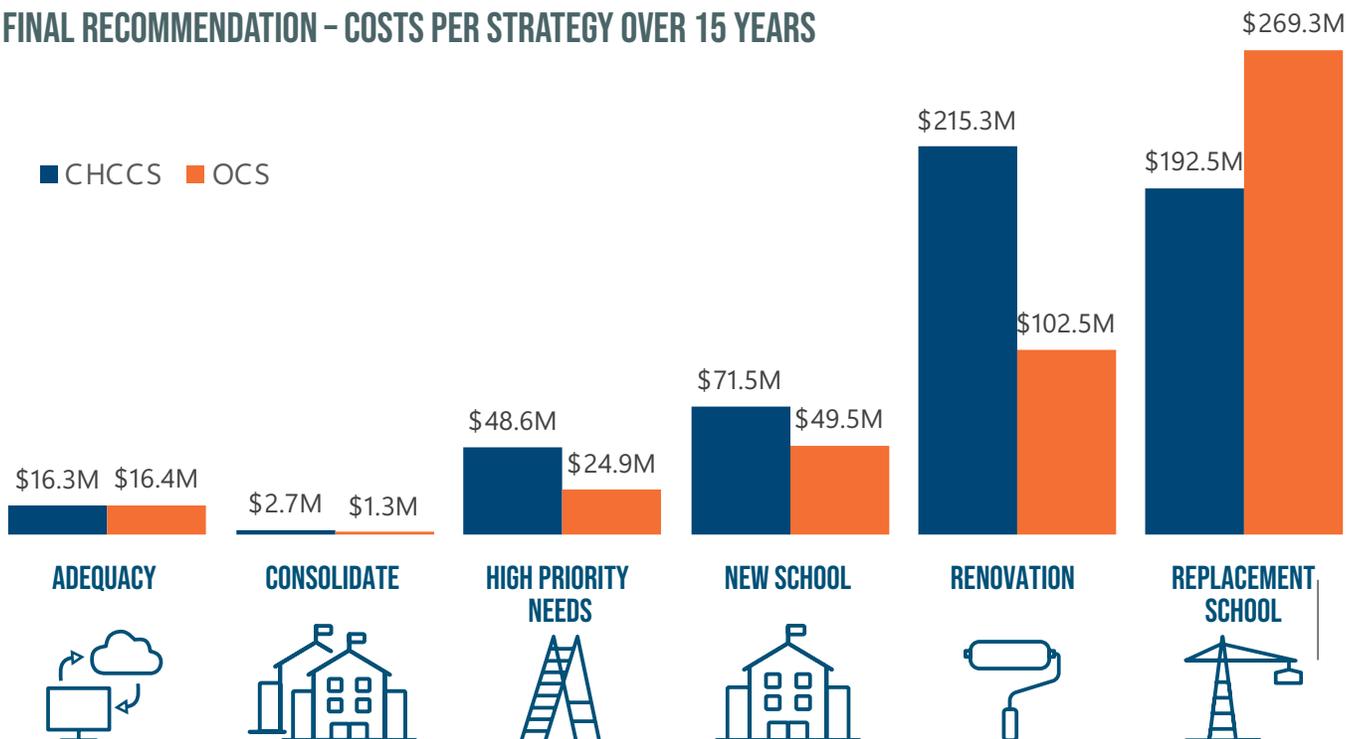
**STRATEGIES.** The plan is organized around six distinct strategies:

1. Adequacy – school facilities that lack key learning and support spaces relative to design standards.
2. Replacement School – schools that need to be rebuilt because of their condition, educational adequacy, or utilization.
3. Renovation – schools would receive renovations to provide interior spaces more closely aligned to current design standards.
4. New School – new schools are recommended when needed to alleviate over capacity and where growth is occurring and anticipated to continue.
5. High Priority Needs – addresses the highest priority needs for facilities that are not being renovated or replaced.
6. Consolidate – combines two schools into a single facility.

## PRIMARY BENEFITS

- *Enhanced teaching and learning environments advance educational outcomes and opportunities*
- *Improved school utilization provides students the flexible spaces necessary for multiple learning styles*
- *Updated classroom spaces and learning tools that meet today’s education standards*
- *A right-sized portfolio creates operational efficiencies*
- *Investing in the community attracts and retains residents by providing competitive schools*

## FINAL RECOMMENDATION – COSTS PER STRATEGY OVER 15 YEARS



Public school facilities that are well planned, designed, built, operated, and maintained have an outsized positive impact on education, health, the natural environment, and our communities



01

# INTRODUCTION



## OVERVIEW

Orange County, Chapel Hill-Carrboro City Schools (CHCCS), and Orange County Schools (OCS) have embarked on a monumental task of evaluating the condition, adequacy, and locations of their 39 campuses to develop a comprehensive Long-Range Facilities Optimization Plan to improve the condition of school facilities for their students and community. Orange County is responsible for the 3.8 million square feet of facilities at 39 campuses that make up CHCCS and OCS.

School facilities have a direct impact on student learning, student and staff health, and community. The 2021 State of Our Schools Report<sup>1</sup> uses the best available school district fiscal data about U.S. elementary and secondary (pre-kindergarten through twelfth grade) to analyze the state of public school facilities. The report finds that the gap between expenditures and good stewardship of facilities continues to increase. The research performed estimates the nation is under-investing in school buildings and grounds by \$85 billion each year.

Public School facilities are the second largest infrastructure behind highways. However, unlike transportation, which has most of its capital costs paid from federal and state sources, local school districts bear most of the responsibility for school construction capital funding. Each school day, nearly one-sixth of the U.S. population spends their day in a public school building.

Public school facilities that are well planned, designed, built, operated, and maintained have an outsized positive impact on education, health, the natural environment, and our communities. Historically, research has concluded a relationship between the condition of school facilities and educational outcomes. Schools with proper indoor air quality, natural lighting, and temperatures have shown to improve the student and teacher experience and productivity.

All facilities deteriorate with time and use. Major building systems, components, furniture, fixtures, and equipment need upgrades and replacement. Older schools need modernization (and sometimes replacement) to meet current standards and support modern educational programs and services. School districts need periodic large capital investments for these critical capital projects.

## PURPOSE

This Long-Range Facilities Optimization Plan provides a long and short-term strategic investment plan. This plan will lay out recommended investments in each school as well as a suggested timeline. The final recommendation is intended to be actionable and achievable given the current state of CHCCS and OCS facilities.

The Long-Range Facilities Optimization Plan supports the missions of CHCCS “to build an inclusive school community that engages, empowers, and inspires students,” and OCS “to provide an education that addresses the social, emotional, intellectual, and physical needs of every student.”

## STRATEGIES

This Long Range Facilities Optimization Plan organizes its recommendations around six distinct strategies:

### 1. ADEQUACY



Adequacy refers to the degree to which school facilities lack key learning and support spaces relative to North Carolina Department of Public Instruction (NCDPI) design standards and the degree to which learning and support spaces are less than 90% the size called for in the NCDPI standards. This strategy does not include schools recommended for major renovation or replacement.

### 2. REPLACEMENT SCHOOL



The plan recommends schools for replacement based on their condition, educational adequacy, and utilization. These schools would be rebuilt on the same or adjacent sites.

### 3. RENOVATION



Facilities recommended for renovation would not be fully rebuilt, but rather receive renovations to provide interior spaces more closely aligned to current NCDPI standards.

### 4. NEW SCHOOL



New schools are recommended when needed to alleviate over capacity and where growth is occurring and anticipated to continue.

### 5. HIGH PRIORITY NEEDS



This strategy is used to address the highest priority needs for facilities that are not being renovated or replaced. The high priority needs strategy does not include all ongoing capital renewal needs identified in the Facility Condition Assessment.

### 6. CONSOLIDATE



This strategy combines two schools into a single facility.

<sup>1</sup>. Filardo, Mary. 2021 *State of Our Schools: America's PK-12 Public School Facilities 2021*. Washington, D.C.: 21st Century School Fund.

Considering condition, capacity, utilization, educational adequacy, and funding to create a comprehensive plan



02

# APPROACH AND FINDINGS



The Long-Range Facilities Optimization Plan provides guidance to county and district leadership in making decisions to adequately fund facility improvements while working within fiscal realities. Ultimately, the plan provides opportunities for learning to occur in warm, cool, safe, and dry facilities and provide strategic updates to learning spaces. To better understand existing conditions and create an actionable plan, a comprehensive assessment and planning process were undertaken. Assessment information can be found in the *2023 State of Facilities Report*.

The facility plan for CHCCS and OCS considers the condition, capacity, utilization, educational adequacy, and funding to create a comprehensive plan. To create a successful plan, condition, adequacy and demographic information was organized and analyzed in various options ranging from minimum viable repairs through potential renovations and replacement.

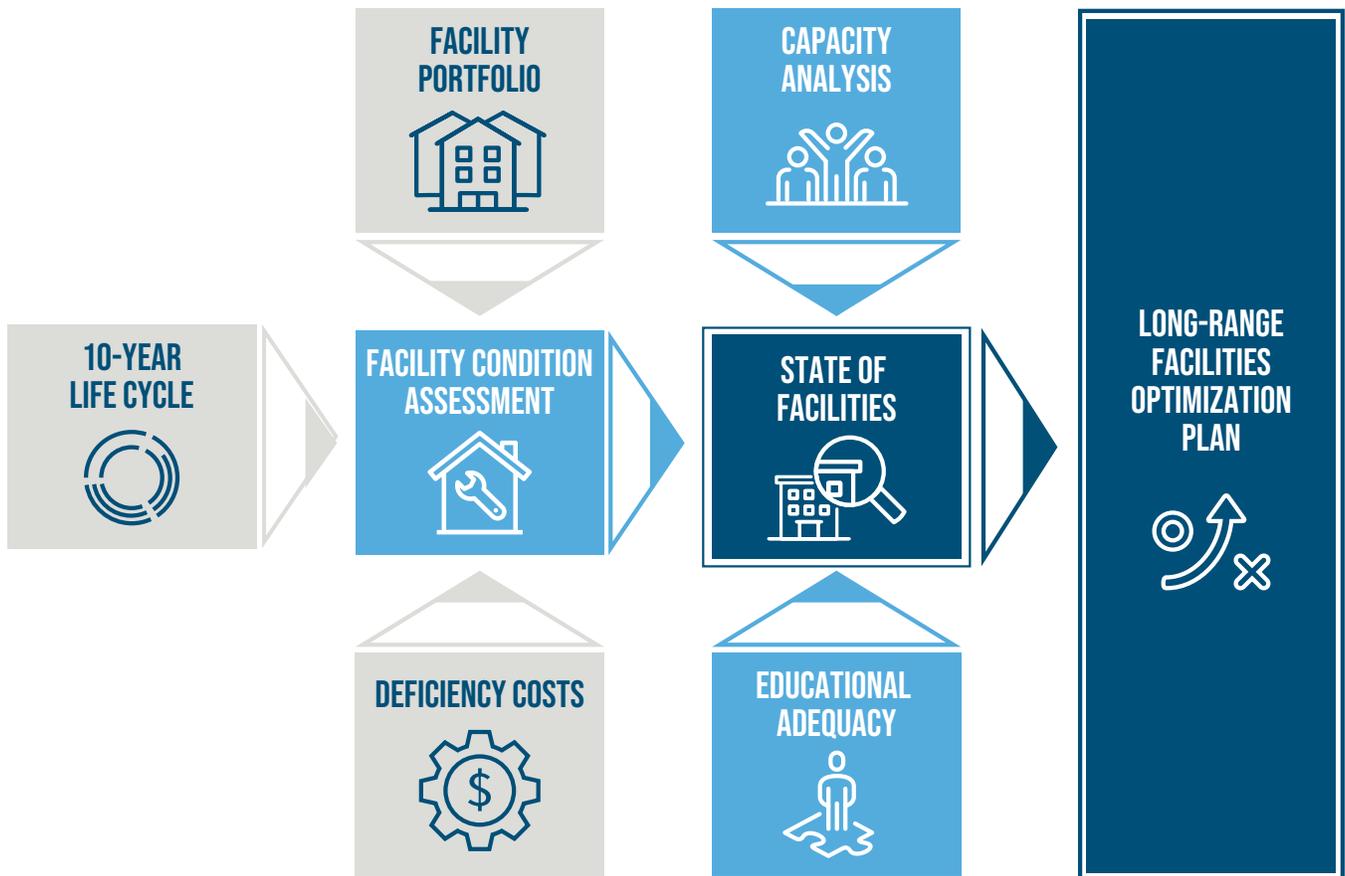
The options were vetted through an iterative process with leadership from Orange County, CHCCS, and OCS. Based on the feedback received from the stakeholders, a final recommendation was compiled for consideration. This report outlines the four options considered in each district.

The final recommendation considers the facility needs for students across both districts. It aims to promote good facility stewardship and educationally appropriate learning environments for all students.

As shown in Figure 2-1, the comprehensive data collection leads to a series of options and a final recommendation that considers the best return on investment for the residents and students of Orange County based on the following key planning questions:

- Given the condition needs of each building relative to its replacement cost, should it be maintained, renovated, or replaced?
- Given population trends relative to school capacity, does Orange County need the same, more, or fewer facilities?
- Given the size and adequacy of this building, would a renovated facility be a viable option that is able to educate students for decades to come?
- Overall, what is the best strategy to make certain every student in every community has access to safe and educationally adequate schools?

Figure 2-1: Long-Range Facility Optimization Plan Process



# OPTION DEVELOPMENT

The development of a Long-Range Facility Optimization Plan analyzes components of a district’s portfolio of schools based on grade configuration and geography. Considerations include facility condition, educational program needs, proximity of schools to one another, enrollment, utilization, and other relevant components. The recommendation for each grade configuration took into consideration their collective enrollment, capacity, and program goals and were deemed as one planning unit.

## SUMMARY OF FINDINGS

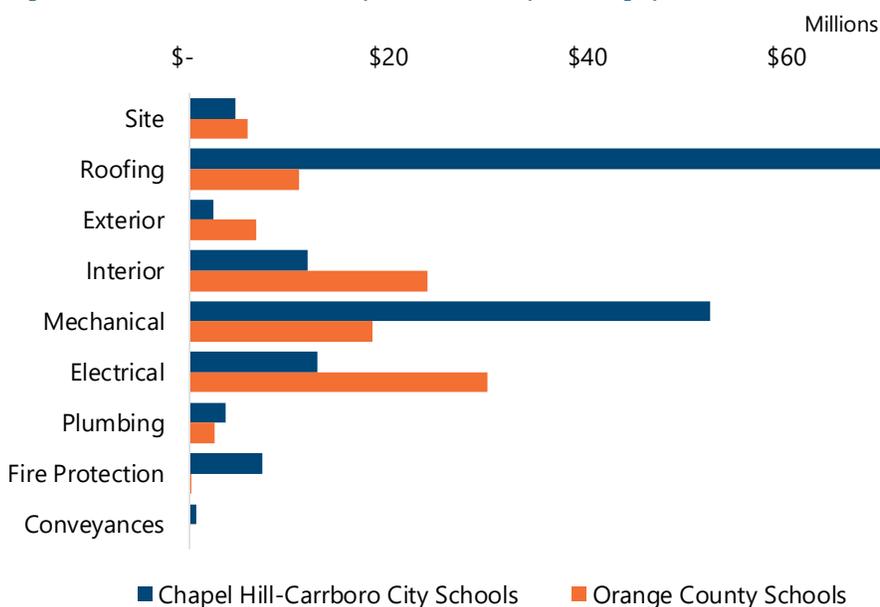
The components of the portfolio analysis included the facility condition assessments, educational adequacy assessments, enrollment, and capacity of 39 school and administrative facilities in CHCCS and OCS. The data was compiled to understand the overall condition and needs of the individual facilities to develop options and final recommendations.

The facility condition assessment findings contain detailed information associated with each building component, including the overall condition of school facilities, as well as life cycle forecasting information that attempts to identify future building and system needs. Information collected during the educational adequacy assessment included an inventory of facility features that support the learning environment and an inventory of space types and sizes.

### FACILITY CONDITION ASSESSMENT

Over the next five years, identified deficiencies and life cycle renewal needs are expected to reach more than \$498 million. Facility condition assessments revealed \$262.8 million in current facility deficiency costs and the projected five-year life cycle renewal needs are estimated to be \$235.7 million. Considering CHCCS and OCS average campus age is 46 years, many of the building systems in the state are nearing or have exceeded the end of their useful lives. Figure 2-2 shows the current deficiencies for CHCCS and OCS by building system.

Figure 2-2: CHCCS and OCS Facility Deficiencies by Building System



### DEFICIENCY PRIORITY LEVELS

Facility deficiencies have been categorized into different priority levels, ranging from Priority 1 to Priority 5, with Priority 1 being the most urgent and critical to address. Priorities are assigned based on the importance of building components and systems in keeping the facility operational.

**PRIORITY 1 - CRITICAL.** If these components are inoperable or expected to fail in the near term, it may directly affect the facility’s ability to remain open or deliver the mission. These deficiencies typically relate to building safety systems.

**PRIORITY 2 - ESSENTIAL.** Inoperability or failure of these components will cause damage to other building systems if not addressed in the near future. For example leaking or failing roofs.

**PRIORITY 3 - NECESSARY.** These deficiencies are necessary to the facility’s mission but may not require immediate attention. These items should be considered improvements required to maximize facility efficiency and usefulness.

**PRIORITY 4 - SUGGESTED.** Systems or components that may be considered improvements to the environment. The improvements may be aesthetic or provide improved functionality.

**PRIORITY 5 - IMPROVEMENTS.** Items are aesthetic in nature and include repainting, re-carpeting, or signage.

## FACILITY CONDITION INDEX

The Facility Condition Index (FCI) is an industry recognized formula that provides a way to understand the condition of the facility rather than the total need of that facility. The FCI provides a metric to compare dissimilar facilities across a portfolio (Figure 2-3). A five-year FCI was calculated by combining the current deficiencies and five-year needs to anticipate the overall condition of facilities. The five-year FCI at both CHCCS and OCS (Figure 2-4) indicates that most of the schools are in good to average condition.

A ten-year FCI was calculated by combining the current deficiencies and ten-year needs to anticipate the overall condition of facilities in the long-term. The ten-year FCI (Figure 2-5) shows how the facilities will continue to degrade; while in the next five years schools are in generally good to average condition, but in ten years, facilities are anticipated to be in below average to poor condition with some replacement candidates.

Figure 2-3: FCI Rating Scale

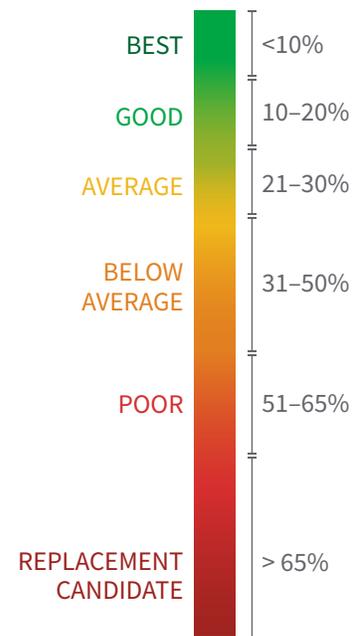


Figure 2-4: OCS and CHCCS Five-Year Facility Condition Index Ranges

5-YEAR FCI		CHCCS		OCS		Orange County	
		Campus	Area (SF)	Campus	Area (SF)	Campus	Area (SF)
Best	<10%	1	78,012	1	270,229	2	348,241
Good	11-20%	5	812,018	9	327,559	14	1,139,577
Average	21-30%	8	831,556	4	554,862	12	1,386,418
Below Average	31-50%	5	537,866	4	375,558	9	913,424
Poor	51-65%	0	-	0	-	0	-
Replace	>65%	0	-	1	12,704	1	12,704
<b>Total</b>		<b>19</b>	<b>2,259,452</b>	<b>19</b>	<b>1,540,912</b>	<b>38</b>	<b>3,800,364</b>

Figure 2-5: OCS and CHCCS Ten-Year Facility Condition Index Ranges

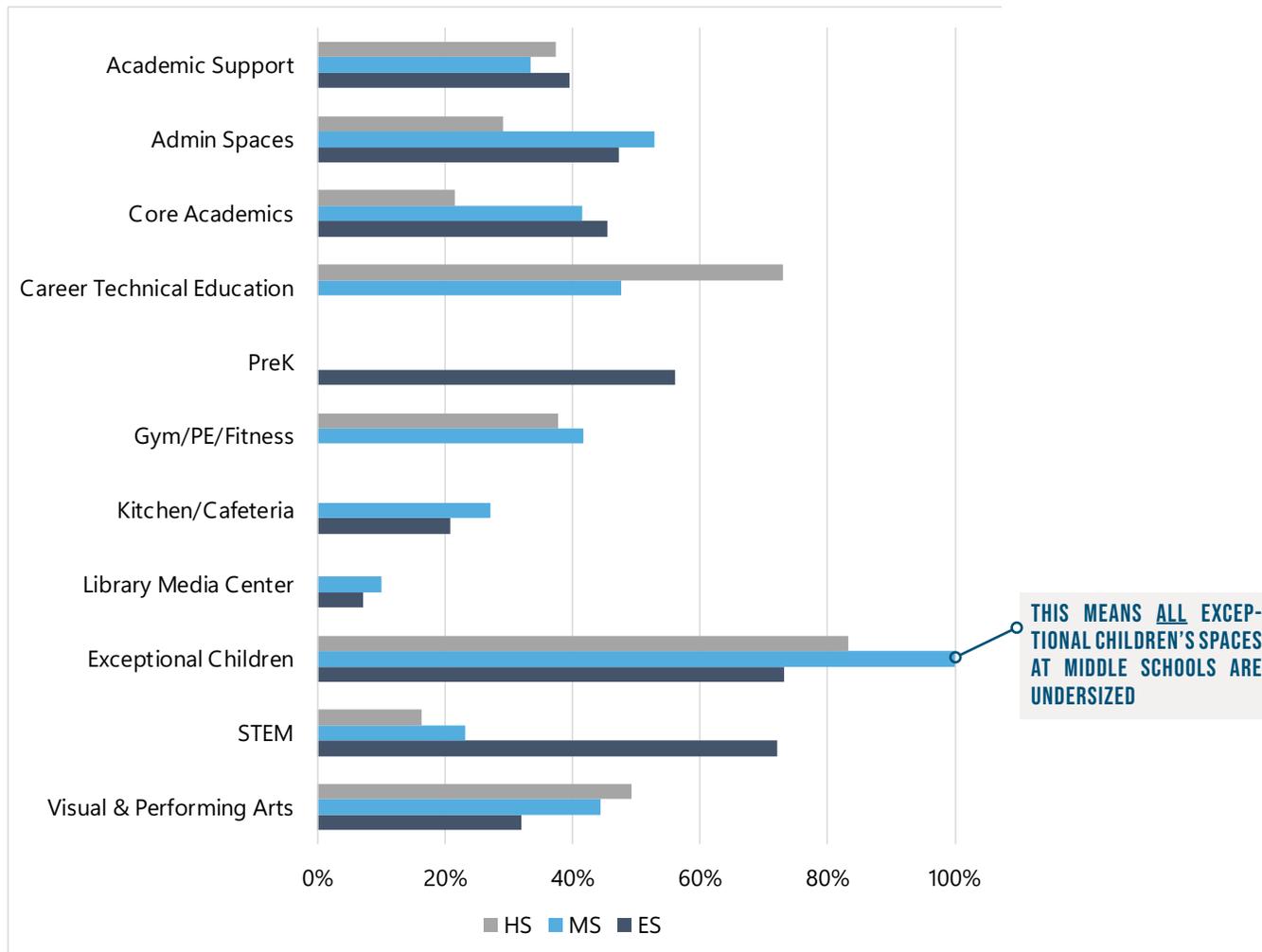
10-YEAR FCI		CHCCS		OCS		Orange County	
		Campus	Area (SF)	Campus	Area (SF)	Campus	Area (SF)
Best	<10%	0	-	0	-	0	-
Good	11-20%	1	320,328	1	270,229	2	590,557
Average	21-30%	1	109,100	3	34,879	4	143,979
Below Average	31-50%	7	914,638	6	413,898	13	1,328,536
Poor	51-65%	7	627,262	7	707,116	14	1,334,378
Replace	>65%	3	288,124	2	114,790	5	402,914
<b>Total</b>		<b>19</b>	<b>2,259,452</b>	<b>19</b>	<b>1,540,912</b>	<b>38</b>	<b>3,800,364</b>

IN 10 YEARS, MOST SCHOOLS WILL MOVE TO BELOW AVERAGE, POOR, AND REPLACE CONDITIONS

## EDUCATIONAL ADEQUACY ASSESSMENT

The adequacy assessment indicates that in general most schools have the required types of spaces; however, many of the spaces are undersized. At CHCCS over 70 percent of the exceptional children’s classrooms and over 50 percent of core classrooms are undersized based on today’s standards. At OCS, approximately 70 percent of the exceptional children’s classrooms, over 20 percent of the core classrooms at the elementary and middle schools, and over 50 percent at the high schools are undersized. These findings are understandable, given the average age of the facilities.

Figure 2-6: CHCCS and OCS: **Present but Undersized** Spaces



## UTILIZATION

The utilization of a school is determined by dividing the current enrollment by the calculated capacity of a facility. The utilization of individual schools varies across the districts and by school type. Industry best practices suggest an ideal school utilization between 80 and 100 percent. At CHCCS, the average utilization for elementary schools is 82 percent, middle schools are 96 percent utilized, and high schools are 103 percent utilized. At OCS, the average utilization for elementary schools is 80 percent, middle schools are 70 percent utilized, and high schools are 90 percent utilized. While the average utilization generally falls within the ideal range, individual school utilization falls outside that range.

Figure 2-7: Capacity vs. Enrollment at CHCCS

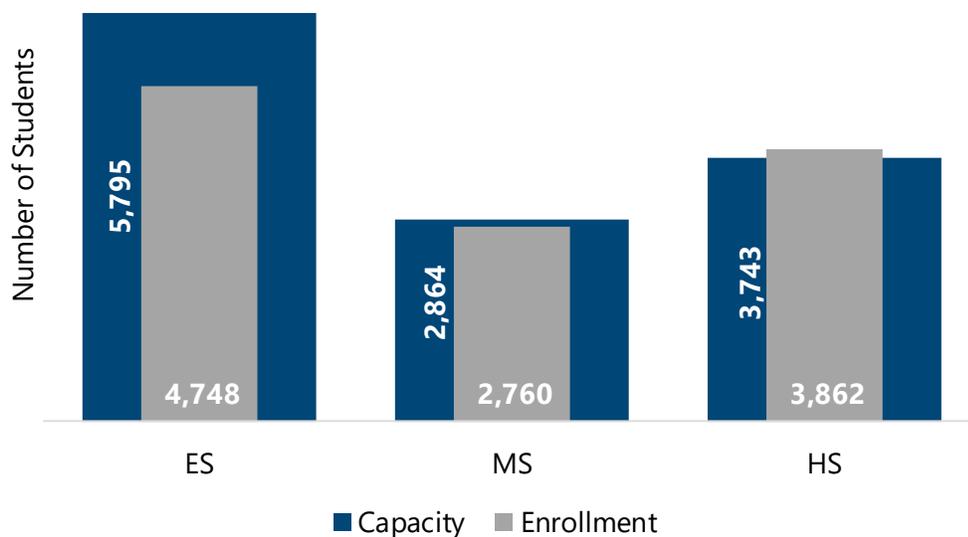
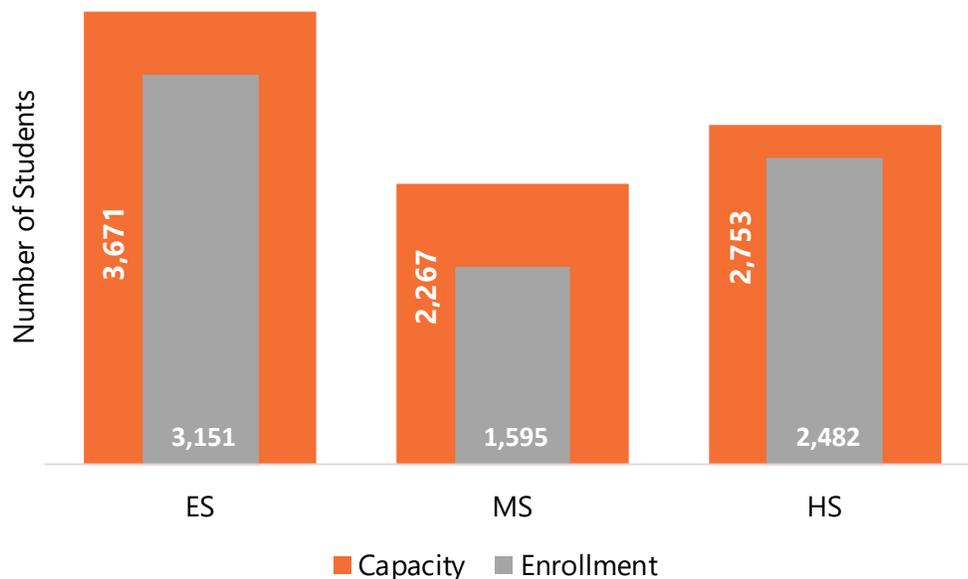


Figure 2-8: Capacity vs. Enrollment at OCS



Comparing options to determine the best path forward for CHCCS



03

# CHCCS OPTIONS

## OPTION A – COMFORTABLE AND SAFE

5-YEAR INVESTMENT: \$139.7M @ \$27.9M/YEAR

### OVERVIEW

Option A provides for high priority repairs and system replacements that address building systems that keep students and occupants warm, cool, safe, and dry.

### TIMELINE

Option A addresses only near term facility requirements. This option should be executed over the next 5 years, which is approximately \$27.9 million per year.

### PROS

- Smallest investment option
- Addresses 20 percent of facility needs

### CONS

- No improvement to educational environment
- No improvement to capacity
- No new or renovated schools
- Many facility needs not addressed

## OPTION B – COMFORTABLE AND SAFE, PLUS 10-YEAR FACILITY NEEDS

10-YEAR INVESTMENT: \$675.1M @ \$67.5M/YEAR

### OVERVIEW

Option B addresses all building needs identified in the facility condition assessment. This option brings the facility conditions to a like new state. However; there is no change to the educational spaces or adequacy of the schools.

### TIMELINE

Option B addresses anticipated facility needs of the next ten years. This option should be executed over the next 10 years, which is approximately \$67.5 million per year.

### PROS

- Addresses all facility needs

### CONS

- No improvement to educational environment
- No improvement to capacity
- No new or renovated schools
- Largest investment option

## CHCCS OPTIONS SUMMARY

OPTION	INVESTMENT	TIMELINE	COST/YEAR
OPTION A	\$139.7 M	5 YEARS	\$27.9 M
OPTION B	\$675.1 M	10 YEARS	\$67.5 M
OPTION C	\$325.2 M	10 YEARS	\$32.5 M
OPTION D	\$546.9 M	15 YEARS	\$36.5 M

## OPTION C – COMFORTABLE AND SAFE, PLUS UPGRADED LEARNING TOOLS

10-YEAR INVESTMENT: \$325.2M @ \$32.5M/YEAR

<b>OVERVIEW</b>	Option C addresses the high priority facility needs and improves the educational learning environment through school renovations, replacements, and educational adequacy improvements.
<b>TIMELINE</b>	Option C addresses high priority facility needs, adequacy improvements, and school renovations and replacements. This option should be executed over 10 years at approximately \$32.5 million investment annually.
<b>PROS</b>	<ul style="list-style-type: none"> <li>Improves the learning environment by providing students and teachers modern classrooms and tools at the schools in the most need</li> <li>School replacements address capacity needs by building facilities that meet the current and future enrollment projections, the district will improve operational efficiencies.</li> <li>Mid-range cost option only slightly higher than Option A that addresses only the basic facility needs.</li> </ul>
<b>CONS</b>	<ul style="list-style-type: none"> <li>Only the schools with the greatest need will gain new modern learning spaces and tools. Some older schools may reach the end of their useful life before the construction program is complete.</li> </ul>

## OPTION D – COMFORTABLE AND SAFE, PLUS NEW CONSTRUCTION

15-YEAR INVESTMENT: \$546.9M @ \$36.5M/YEAR

<b>OVERVIEW</b>	Option D takes a strategic approach to addressing the district’s portfolio needs through repairs, renovations, and replacements. Option D provides for a long-term plan that moves CHCCS out of its current aged and educationally insufficient portfolio and into facilities that meet current and future educational and programmatic needs of the district.
<b>TIMELINE</b>	Option D is a significant investment in the future of CHCCS. In order to complete this option, it is recommended to implement over the next 15 years with an annual investment of approximately \$36.5 million.
<b>PROS</b>	<ul style="list-style-type: none"> <li>Improves the learning environment by providing students and teachers with modern classrooms and tools.</li> <li>School replacements address capacity needs and improve the learning environment for the students of CHCCS. Replacement schools were identified based on their condition, educational adequacy, and utilization.</li> <li>Consolidating schools reduces the overall size of the CHCCS portfolio, which improves operational efficiencies.</li> </ul>
<b>CONS</b>	<ul style="list-style-type: none"> <li>Significant long-term investment</li> <li>Short term disruptions from swing space necessary to complete construction.</li> </ul>

PRO	CON
Smallest Investment	No improvement to educational environment or portfolio
Addresses all facility needs	No change to educational environment, Largest Investment
Improved learning environment, modern classrooms, addresses capacity issues, Similar investment as Option A which only addresses basic facility needs	Only schools with greatest need gain new modern learning spaces and tools
Improves learning environment with modern classrooms and tools, address capacity issues, reduces portfolio size which improves operational efficiencies	Significant long term investment; short term disruptions due to construction

# CHCCS OPTIONS DETAILS

	OPTION A COMFORTABLE AND SAFE	OPTION B COMFORTABLE AND SAFE, PLUS 10-YEAR FACILITY NEEDS	COMFORTABLE AND SAFE,
SCHOOL NAME	BUDGET	BUDGET	STRATEGY
CARRBORO ES	\$0.0 M	\$22.0 M	Replacement School
EPHESUS ES	\$8.5 M	\$28.2 M	High Priority Needs
ESTES HILLS ES	\$3.4 M	\$29.5 M	Replacement School
FRANK PORTER GRAHAM ES	\$5.4 M	\$30.9 M	Consolidate
GLENWOOD ES	\$1.0 M	\$16.3 M	High Priority Needs
MORRIS GROVE ES	\$4.5 M	\$24.6 M	High Priority Needs
NORTHSIDE ES	\$0.0 M	\$13.3 M	High Priority Needs
RASHKIS ES	\$6.4 M	\$29.7 M	High Priority Needs
SCROGGS ES	\$4.4 M	\$29.9 M	High Priority Needs
SEAWELL ES	\$0.5 M	\$23.1 M	High Priority Needs
MCDOUGLE ES	\$15.3 M	\$60.8 M	High Priority Needs
CARRBORO HS	\$9.2 M	\$67.1 M	High Priority Needs
CHAPEL HILL HS	\$10.9 M	\$29.6 M	High Priority Needs
E. CHAPEL HILL HS	\$23.2 M	\$75.6 M	High Priority Needs
PHOENIX ACADEMY	\$1.5 M	\$2.8 M	Renovation
MCDOUGLE MS	\$15.3 M	\$60.8 M	High Priority Needs
CULBRETH MS	\$8.9 M	\$44.6 M	Replacement School
PHILLIPS MS	\$3.6 M	\$29.0 M	High Priority Needs
SMITH MS	\$12.5 M	\$42.2 M	Adequacy (Learning Tools)
LINCOLN CENTER	\$5.2 M	\$15.0 M	-
NEW MIDDLE SCHOOL	-	-	-
<b>TOTAL</b>	<b>\$139.7 M</b>	<b>\$675.1 M</b>	

OPTION C PLUS UPGRADED LEARNING TOOLS	OPTION D COMFORTABLE AND SAFE, PLUS NEW CONSTRUCTION	
BUDGET	STRATEGY	BUDGET
\$49.5 M	Replacement School	\$49.5 M
\$8.5 M	Renovation	\$28.9 M
\$49.5 M	Consolidate	\$1.3 M
\$1.4 M	Consolidate	\$1.4 M
\$1.0 M	Renovation	\$26.3 M
\$4.5 M	Renovation	\$11.8 M
\$0.0 M	Renovation	\$14.2 M
\$6.4 M	Renovation	\$15.1 M
\$4.4 M	Renovation	\$12.2 M
\$0.5 M	Renovation	\$25.9 M
\$15.3 M	Renovation	\$34.3 M
\$37.7 M	High Priority Needs	\$37.7 M
\$10.9 M	High Priority Needs	\$10.9 M
\$23.2 M	Renovation	\$23.2 M
\$5.7 M	Renovation	\$5.7 M
\$15.3 M	Adequacy (Learning Tools)	\$17.9 M
\$71.5 M	Replacement School	\$71.5 M
\$3.6 M	Replacement School	\$71.5 M
\$16.3 M	Adequacy (Learning Tools)	\$16.3 M
-	-	-
-	New School (Replacing capacity from McDougle ES/MS)	\$71.5 M
<b>\$325.2 M</b>		<b>\$546.9 M</b>

Comparing options to determine the best path forward for OCS



04

# OCS OPTIONS

## OPTION A – COMFORTABLE AND SAFE

5-YEAR INVESTMENT: \$80.1M @ \$16.0M/YEAR

### OVERVIEW

Option A provides for high priority repairs and system replacements that address building systems that keep students and occupants warm, cool, safe, and dry.

### TIMELINE

Option A addresses only near term facility requirements. This option should be executed over the next 5 years, which is approximately \$16 million per year.

### PROS

- Smallest investment option
- Addresses 20 percent of facility needs

### CONS

- No change to educational environment
- No adjustments to capacity
- No new or renovated schools
- Many facility needs not addressed

## OPTION B – COMFORTABLE AND SAFE, PLUS 10-YEAR FACILITY NEEDS

10-YEAR INVESTMENT: \$421.7M @ \$42.2M/YEAR

### OVERVIEW

Option B addresses all building needs identified in the facility condition assessment. This option brings the facility conditions to a like new state. However; there is no change to the educational spaces or adequacy of the schools.

### TIMELINE

Option B addresses anticipated facility needs of the next ten years. This option should be executed over the next 10 years, which is approximately \$42.2 million per year.

### PROS

- Addresses all facility needs

### CONS

- No change to educational environment
- No adjustments to capacity
- No new or renovated schools
- Largest investment option

## OCS OPTIONS SUMMARY

OPTION	INVESTMENT	TIMELINE	COST/YEAR
OPTION A	\$80.1 M	5 YEARS	\$16.0 M
OPTION B	\$421.7 M	10 YEARS	\$42.2 M
OPTION C	\$216.0 M	10 YEARS	\$21.6 M
OPTION D	\$463.9 M	15 YEARS	\$30.9 M

## OPTION C – COMFORTABLE AND SAFE, PLUS UPGRADED LEARNING TOOLS

10-YEAR INVESTMENT: \$216.0M @ \$21.6M/YEAR

OVERVIEW	Option C addresses the high priority facility needs and improves the educational learning environment through school renovations, replacements, and educational adequacy improvements.
TIMELINE	Option C addresses high priority facility needs, adequacy improvements, and school renovations and replacements. This option should be executed over 10 years at approximately \$21.6 million invested annually.
PROS	<ul style="list-style-type: none"> <li>Improves the learning environment by providing students and teachers modern classrooms and tools at the schools in the most need</li> <li>School replacements address capacity needs, by building facilities that meet the current and future enrollment projections, the district will improve operational efficiencies.</li> <li>New school alleviates over capacity at the elementary grade level. Additionally, the location is planned in the northwestern area of the district where growth is occurring and anticipated to continue.</li> <li>Mid-range cost option only slightly higher than Option A that addresses only the basic facility needs.</li> </ul>
CONS	<ul style="list-style-type: none"> <li>Only the schools with the greatest need will gain new modern learning spaces and tools. Some older schools may reach the end of their useful life before the construction program is complete.</li> </ul>

## OPTION D – COMFORTABLE AND SAFE, PLUS NEW CONSTRUCTION

15-YEAR INVESTMENT: \$463.9M @ \$30.9M/YEAR

OVERVIEW	Option D takes a strategic approach to addressing the districts portfolio needs through repairs, renovations, and replacements. Option D provides for a long-term plan that moves OCS out of its current portfolio and into facilities that meet current and future educational and programmatic needs of the district.
TIMELINE	Option D is a significant investment in the future of OCS. In order to complete this option, it is recommended to occur over 15 years with an annual investment of approximately \$30.9 million.
PROS	<ul style="list-style-type: none"> <li>Improves the learning environment by providing students and teachers with modern classrooms and tools</li> <li>School replacements and renovations address over capacity at the middle and high school grade levels and improve the learning environment for the students of OCS. Replacement schools were identified based on their condition, educational adequacy, and utilization.</li> <li>New school alleviates over capacity at the elementary grade level. Additionally, the location is planned in the northwestern area of the district where growth is occurring and anticipated to continue.</li> </ul>
CONS	<ul style="list-style-type: none"> <li>Significant long-term investment</li> <li>Short term disruptions from swing space necessary to complete construction.</li> </ul>

PRO	CON
Smallest Investment	No improvement to educational environment or portfolio
Addresses all facility needs	No change to educational environment, Largest Investment
Improved learning environment, modern classrooms, addresses capacity issues, Similar investment as Option A which only addresses basic facility needs	Only schools with greatest need gain new modern learning spaces and tools
Improves learning environment with modern classrooms and tools, address capacity issues, reduces portfolio size which improves operational efficiencies	Significant long term investment; short term disruptions due to construction

## OCS OPTIONS DETAILS

	OPTION A COMFORTABLE AND SAFE	OPTION B COMFORTABLE AND SAFE, PLUS 10-YEAR FACILITY NEEDS	COMFORTABLE AND SAFE,
SCHOOL NAME	BUDGET	BUDGET	STRATEGY
CENTRAL ES (Partial Rebuild)	\$6.1 M	\$18.1 M	Replacement School
EFLAND-CHEEKS ES	\$1.3 M	\$16.6 M	High Priority Needs
GRADY BROWN ES	\$4.8 M	\$15.8 M	High Priority Needs
HILLSBOROUGH ES	\$2.8 M	\$21.3 M	Consolidate with Central ES
NEW HOPE ES	\$3.0 M	\$46.6 M	Adequacy (Learning Tools)
PATHWAYS ES	\$4.7 M	\$15.6 M	High Priority Needs
RIVER PARK ES	\$3.0 M	\$28.1 M	High Priority Needs
NEW ELEMENTARY SCHOOL	-	-	New Elementary School
CEDAR RIDGE HS	\$6.3 M	\$24.2 M	High Priority Needs
ORANGE HS	\$5.8 M	\$75.8 M	High Priority Needs
PARTNERSHIP ACADEMY	\$0.1 M	\$0.8 M	High Priority Needs
A.L. STANBACK MS	\$18.5 M	\$52.9 M	High Priority Needs
GRAVELLY HILL MS	\$13.9 M	\$33.1 M	Renovation
ORANGE MS	\$6.9 M	\$48.9 M	High Priority Needs
ADMINISTRATIVE ANNEX	-	\$1.8 M	-
ADMINISTRATIVE ANNEX II (TRANSP DISPATCH)	-	\$0.5 M	-
CENTRAL OFFICE	\$0.0 M	\$1.2 M	High Priority Needs
MAINTENANCE DEPARTMENT	\$0.4 M	\$2.5 M	High Priority Needs
TRANSPORTATION DEPARTMENT	\$1.7 M	\$7.9 M	High Priority Needs
WELCOME CENTER	\$0.7 M	\$10.2 M	High Priority Needs
<b>TOTAL</b>	<b>\$80.1 M</b>	<b>\$421.7 M</b>	

OPTION C PLUS UPGRADED LEARNING TOOLS		OPTION D COMFORTABLE AND SAFE, PLUS NEW CONSTRUCTION	
BUDGET	STRATEGY	BUDGET	
\$49.5 M	Replacement School	\$34.5 M	
\$1.3 M	Adequacy (Learning Tools)	\$3.4 M	
\$4.8 M	High Priority Needs	\$4.8 M	
\$1.3 M	Consolidate with Central ES	\$1.3 M	
\$13.0 M	Adequacy (Learning Tools)	\$13.0 M	
\$4.7 M	High Priority Needs	\$4.7 M	
\$3.0 M	High Priority Needs	\$6.7 M	
\$49.5 M	New School	\$49.5 M	
\$6.3 M	High Priority Needs	\$6.3 M	
\$5.8 M	Replacement School	\$153.9 M	
\$0.1 M	Replacement School	\$9.4 M	
\$18.5 M	Renovation	\$54.0 M	
\$48.5 M	Renovation	\$48.5 M	
\$6.9 M	Replacement School	\$71.5 M	
-	-	-	
-	-	-	
\$0.0 M	-	-	
\$0.4 M	-	-	
\$1.7 M	High Priority Needs	\$1.7 M	
\$0.7 M	High Priority Needs	\$0.7 M	
<b>\$216.0 M</b>		<b>\$463.9 M</b>	

The best recommendation to strategically invest in facilities to improve the teaching and learning environment at CHCCS and OCS.



05

# RECOMMENDATION

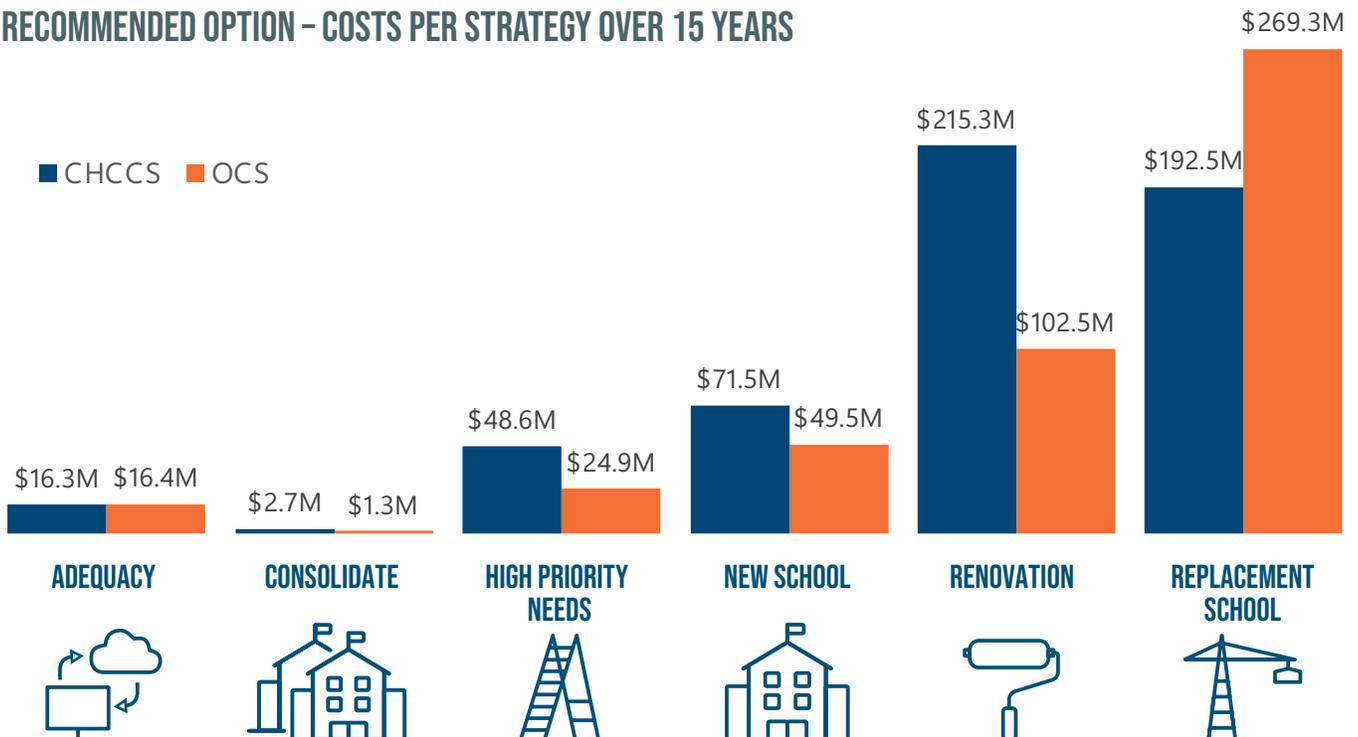
Woolpert recommends Orange County consider Option D as a path forward to strategically invest in school facilities and improve the learning environment. The recommendation considers the facility condition, educational adequacy, utilization, enrollment projections, industry best practices, and goals of each district. The recommendation provides CHCCS and OCS with a fiscally responsible plan that sustains the districts' facilities for the long-term and improves the teaching and learning environment.

The recommendation calls for \$1 billion investment over 15 years. The 15-year time frame is driven by the large investment and number of projects that need to be completed. It is suggested that the plan be achieved through three construction phases prioritized by District leadership and designed to minimize student disruption and costs during construction.

## BENEFITS

- Enhanced teaching and learning environments advance educational outcomes and opportunities
- Improved school utilization provides students the flexible spaces necessary for multiple learning styles
- Updated classroom spaces and learning tools to meet today's education standards
- Right-sized portfolio creates operational efficiencies
- Investing in the community attracts and retains residents by providing competitive schools

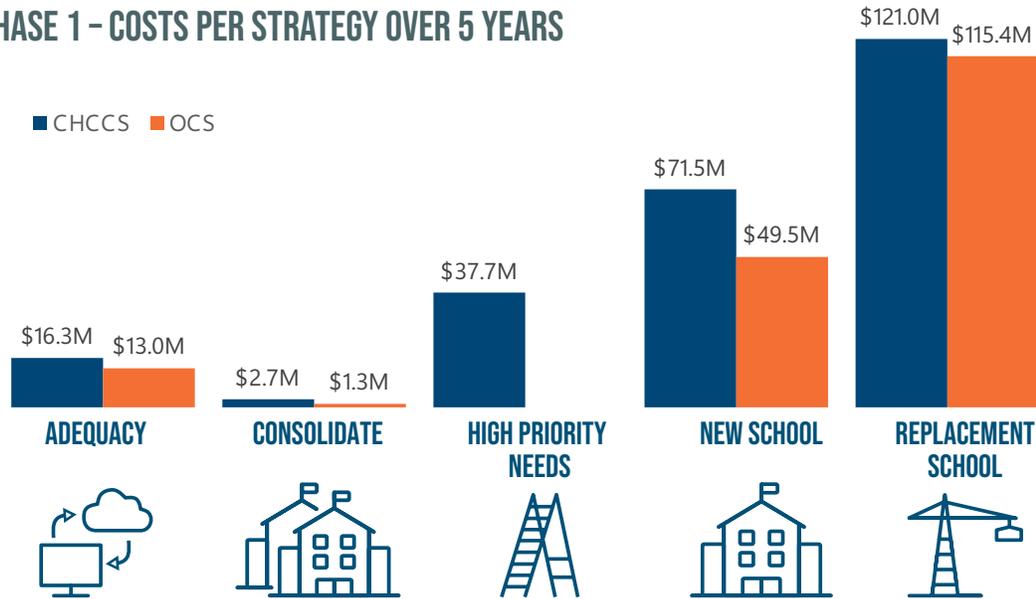
## RECOMMENDED OPTION – COSTS PER STRATEGY OVER 15 YEARS



## PHASE 1 (YEARS 1-5)

Phase 1 addresses the capacity needs of both districts and the facilities in the poorest condition. Phase 1 builds the only new capacity school recommended in the plan. Phase 1 plans for the construction of a new elementary school for OCS to accommodate West-side growth along with priority replacement schools for OCS. Phase 1 also includes replacement schools in the worst condition for CHCCS and closing Frank Porter Graham Elementary school which will be used as swing space during construction.

### PHASE 1 – COSTS PER STRATEGY OVER 5 YEARS



### CHAPEL HILL-CARRBORO CITY SCHOOLS

Facility	Strategy	Budget
Carrboro ES	Replacement School	\$49.5M
New MS	New School	\$71.5M
Estes Hills ES	Consolidate	\$1.3M
Frank Porter Graham ES	Consolidate	\$1.4M
Carrboro High	High Priority Needs	\$37.7M
Culbreth MS	Replacement School	\$71.5M
Smith MS	Adequacy	\$16.3M
	<b>Total</b>	<b>\$249.2M</b>

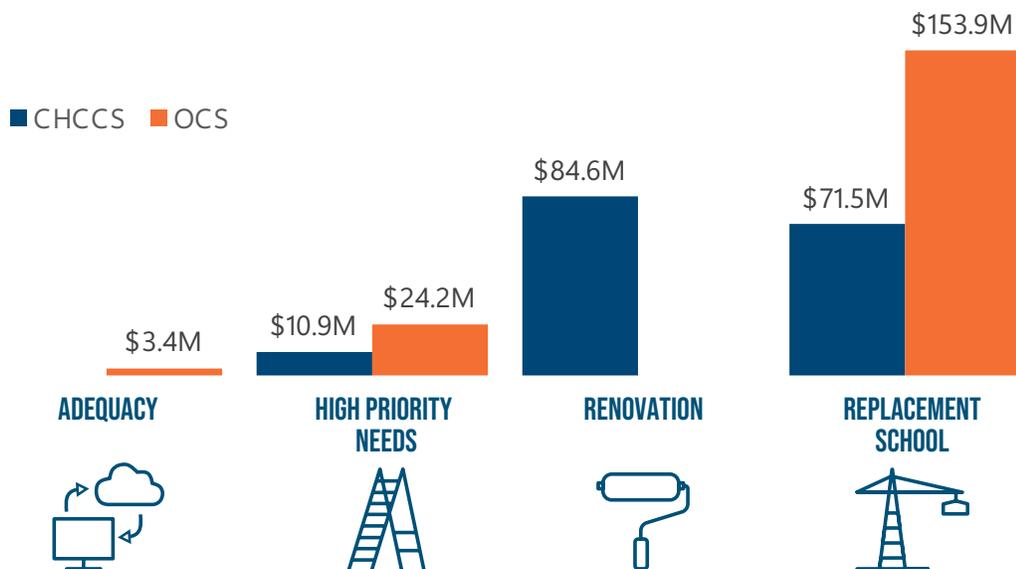
### ORANGE COUNTY SCHOOLS

Facility	Strategy	Budget
Central ES (Partial Rebuild)	Replacement School	\$34.5M
New ES	New School	\$49.5M
Hillsborough ES	Consolidate	\$1.3M
Orange MS	Replacement School	\$71.5M
New Hope ES	Adequacy	\$13.0M
Partnership Academy	Replacement School	\$9.4M
	<b>Total</b>	<b>\$179.2M</b>

## PHASE 2 (YEARS 6-10)

Phase 2 focuses on improving educational adequacy and condition of schools in years five through ten of the plan. School renovations include updating space sizes to meet modern educational standards.

### PHASE 2 – COSTS PER STRATEGY OVER 5 YEARS



### CHAPEL HILL-CARRBORO CITY SCHOOLS

Facility	Strategy	Budget
Phoenix Academy	Renovation	\$5.7M
Chapel Hill High	High Priority Needs	\$10.9M
Ephesus ES	Renovation	\$28.9M
Morris Grove ES	Renovation	\$11.8M
Rashkis ES	Renovation	\$15.1M
E. Chapel Hill HS	Renovation	\$23.2M
Phillips MS	Replacement School	\$71.5M
<b>Total</b>		<b>\$167.0M</b>

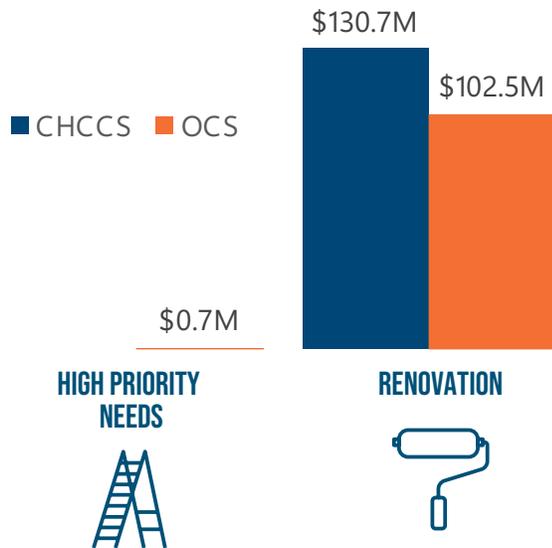
### ORANGE COUNTY SCHOOLS

Facility	Strategy	Budget
Efland-Cheeks ES	Adequacy	\$3.4M
Grady Brown ES	High Priority Needs	\$4.8M
Pathways ES	High Priority Needs	\$4.7M
River Park ES	High Priority Needs	\$6.7M
Cedar Ridge HS	High Priority Needs	\$6.3M
Maintenance Department	High Priority Needs	\$0.0M
Orange HS	Replacement School	\$153.9M
Transportation Department	High Priority Needs	\$1.7M
<b>Total</b>		<b>\$181.5M</b>

## PHASE 3 (YEARS 11-15)

Phase 3 focuses on completing the renovations and replacement schools in years 10 through 15, as well as some high priority facility needs at administrative facilities. The renovations and replacement schools will update classrooms to modern standards.

### PHASE 3 – COSTS PER STRATEGY OVER 5 YEARS



### CHAPEL HILL-CARRBORO CITY SCHOOLS

Facility	Strategy	Budget
McDougle ES-MS	Renovation	\$52.1M
Glenwood ES	Renovation	\$26.3M
Northside ES	Renovation	\$14.2M
Scroggs ES	Renovation	\$12.2M
Seawell ES	Renovation	\$25.9M
	<b>Total</b>	<b>\$130.7M</b>

### ORANGE COUNTY SCHOOLS

Facility	Strategy	Budget
Welcome Center	High Priority Needs	\$0.7M
A.L. Stanback MS	Renovation	\$54.0M
Gravelly Hill MS	Renovation	\$48.5M
	<b>Total</b>	<b>\$103.2M</b>

# RECOMMENDED PHASES

		FACILITY	STRATEGY	BUDGET	2025	2026	2027	2028	
<b>PHASE 1</b>	<b>CHCCS</b>	Carrboro ES	Replacement School	\$49.5M	\$9.9M	\$19.8M	\$19.8M		
		New MS	New School	\$71.5M	\$14.3M	\$28.6M	\$28.6M		
		Estes Hills ES	Consolidate	\$1.3M			\$1.3M		
		Frank Porter Graham ES	Consolidate	\$1.4M			\$1.4M		
		Carrboro HS	High Priority Needs	\$37.7M			\$7.5M	\$15.1M	
		Culbreth MS	Replacement School	\$71.5M			\$14.3M	\$28.6M	
		Smith MS	Adequacy	\$16.3M				\$16.3M	
	<b>OCS</b>	Central ES (Partial Rebuild)	Replacement School	\$34.5M	\$17.3M	\$17.3M			
		New ES	New School	\$49.5M	\$9.9M	\$19.8M	\$19.8M		
		Hillsborough ES	Consolidate	\$1.3M		\$1.3M			
		Orange MS	Replacement School	\$71.5M			\$7.2M	\$35.8M	
		New Hope ES	Adequacy	\$13.0M					
		Partnership Academy	Replacement School	\$9.4M					
	<b>TOTAL</b>			<b>\$428.4M</b>	<b>\$51.3M</b>	<b>\$86.8M</b>	<b>\$99.9M</b>	<b>\$95.7M</b>	
	<b>PHASE 2</b>	<b>CHCCS</b>	Phoenix Academy	Renovation	\$5.7M				
			Chapel Hill HS	High Priority Needs	\$10.9M				
Ephesus ES			Renovation	\$28.9M					
Morris Grove ES			Renovation	\$11.8M					
Rashkis ES			Renovation	\$15.1M					
E. Chapel Hill HS			Renovation	\$23.2M					
Phillips MS			Replacement School	\$71.5M					
<b>OCS</b>		Efland-Cheeks ES	Adequacy	\$3.4M					
		Grady Brown ES	High Priority Needs	\$4.8M					
		Pathways ES	High Priority Needs	\$4.7M					
		River Park ES	High Priority Needs	\$6.7M					
		Cedar Ridge HS	High Priority Needs	\$6.3M					
		Maintenance Department	High Priority Needs	\$0.0M					
		Orange HS	Replacement School	\$153.9M			\$7.7M		
		Transportation Department	High Priority Needs	\$1.7M					
<b>TOTAL</b>			<b>\$348.5M</b>			<b>\$7.7M</b>			
<b>PHASE 3</b>	<b>CHCCS</b>	McDougle ES-MS	Renovation	\$52.1M					
		Glenwood ES	Renovation	\$26.3M					
		Northside ES	Renovation	\$14.2M					
		Scroggs ES	Renovation	\$12.2M					
		Seawell ES	Renovation	\$25.9M					
	<b>OCS</b>	Welcome Center	High Priority Needs	\$0.7M					
		A.L. Stanback MS	Renovation	\$54.0M					
		Gravelly Hill MS	Renovation	\$48.5M					
<b>TOTAL</b>			<b>\$233.9M</b>						
<b>GRAND TOTAL</b>			<b>\$1,010.8M</b>	<b>\$51.3M</b>	<b>\$86.8M</b>	<b>\$107.6M</b>	<b>\$95.7M</b>		



Orange County should focus investment in the building systems that keep students and teachers comfortable, safe and dry.



06

# ONGOING CAPITAL RENEWALS

Ongoing capital renewals are building system or component renovations and replacements based on expected useful life estimated during the facility condition assessment. Planning for ongoing capital renewals is essential to properly operate school facilities to support the educational missions of CHCCS and OCS. Building professionals within the industry generally use current replacement value (CRV) of their portfolios as a basis for budgeting. It is generally accepted that two percent of CRV should be spent annually to support ongoing capital renewals.<sup>1</sup>

Our experience and industry studies find that historically, spending on school facilities is well below the amount necessary to adequately maintain the portfolio.<sup>1</sup> Orange County is responsible for facilities with a CRV of approximately \$1.74 billion. Based on a two percent CRV, Orange County should be investing approximately \$34.9 million in the maintenance of CHCCS and OCS facilities.

For planning purposes, Orange County should focus investment in the building systems that keep students and teachers comfortable, safe and dry.

- For facilities planned for major renovations or replacement in the next five years, the recommendation discussed in the previous section includes only Priority 1, safety-related components.
- For facilities planned for major renovations or replacement in five-ten years, the recommendation includes Priority 1–3 components to make certain the facilities remained functional until that time. The analysis anticipates an average annual expenditure of \$27.5 million annually for ongoing capital renewals (Table 6-1).

Table 6-1: Summary of Ongoing Capital Renewal Needs

	TOTAL BUDGET	AVG ANNUAL EXPENDITURE	2025	2026	2027	2028	2029	2030
<b>CHCCS</b>	\$270.2M	\$18.0M	\$80.2M	\$0.6M	\$3.6M	\$21.1M	\$27.5M	\$14.0M
<b>OCS</b>	\$142.3M	\$9.5M	\$42.6M	\$0.0M	\$2.6M	\$25.2M	\$1.3M	\$3.0M
<b>ORANGE COUNTY</b>	\$412.4M	\$27.5M	\$122.8M	\$0.6M	\$6.3M	\$46.3M	\$28.8M	\$17.0M

1. Filardo, Mary. 2021 State of Our Schools: America's PK–12 Public School Facilities 2021. Washington, D.C.: 21st Century School Fund.

The Facility Condition Assessment data was loaded into Brightly’s Predictor software to analyze various funding scenarios. Brightly’s Predictor accurately predicts and compares how various funding scenarios could impact facilities in the future. The following scenarios were evaluated.

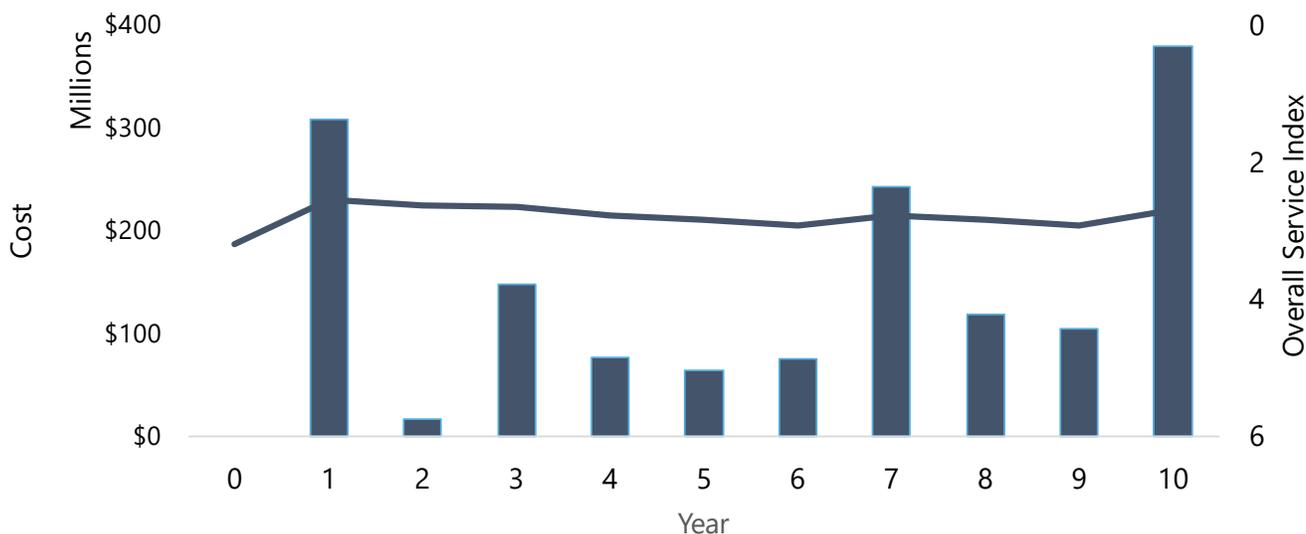
- Unconstrained budget
- \$34.9 million per year budget (2%CRV)
- \$27.5 million per year budget (prioritized ongoing capital renewals)

Brightly evaluates the condition of a portfolio using an Overall Service Index (OSI). The OSI rates the condition from 0 (like new) to 6 (end of life). The reports produced by Brightly’s Predictor software provide an estimate of how the condition (OSI) of the portfolio will change based the value of facility investment each year.

## UNCONSTRAINED BUDGET

Figure 6-2 simulates if all facility improvements necessary were completed every year. Yearly spending averages approximately \$122 million per year for ten years and maintains an approximately 2.7 OSI, indicating that the overall condition of the facility portfolio would improve from its current state and on average the facility components would have more than 50% of their useful life remaining.

Figure 6-2: OSI Prediction if All Facility Improvements were Completed Every Year



2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
\$0.0M	\$31.5M	\$19.7M	\$3.7M	\$6.5M	\$0.0M	\$32.0M	\$0.0M	\$0.1M	\$29.7M
\$0.7M	\$13.7M	\$9.9M	\$7.7M	\$3.5M	\$0.0M	\$31.7M	\$0.0M	\$0.0M	\$0.3M
\$0.7M	\$45.2M	\$29.5M	\$11.4M	\$10.0M	\$0.0M	\$63.8M	\$0.0M	\$0.1M	\$30.1M

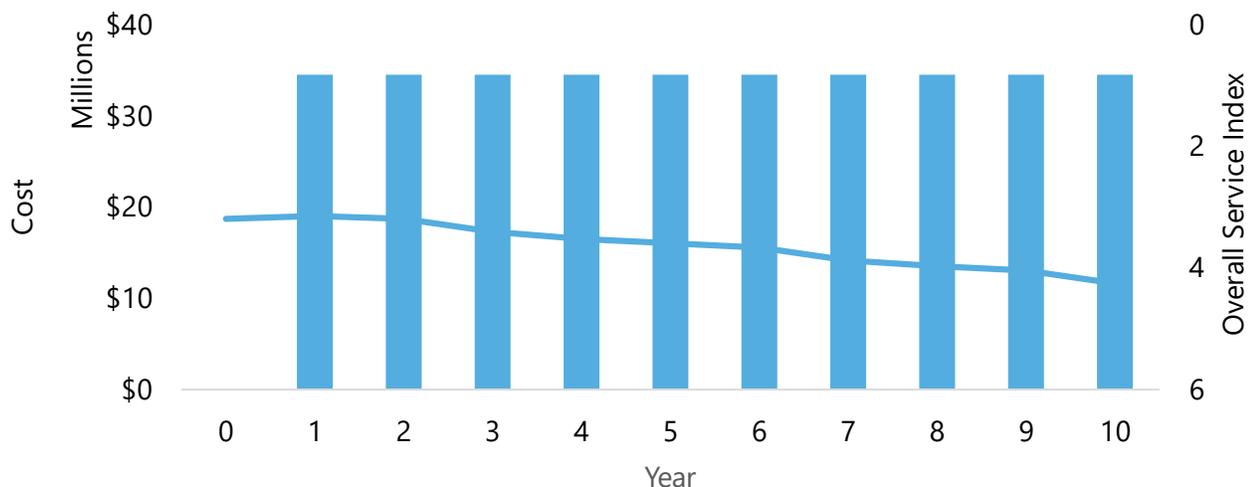
Figure 6-1: Overall Service Index Ratings

OSI	REMAINING LIFE
0	100%
1	83%
2	67%
3	50%
4	33%
5	17%
6	0%

## \$34.9 MILLION PER YEAR BUDGET (2% CRV)

Industry best practices suggest districts should spend 2 percent of the CRV on periodic renewals annually, for Orange County this means investing \$34.9 million annually on periodic renewals. Figure 6-3 shows the OSI degrading from a 3.21 to a 4.27 over the next ten years. This indicates that a funding level of \$34.9 million over ten years decreases the condition of the building systems, resulting in an average remaining useful life of building systems and components less than 30 percent

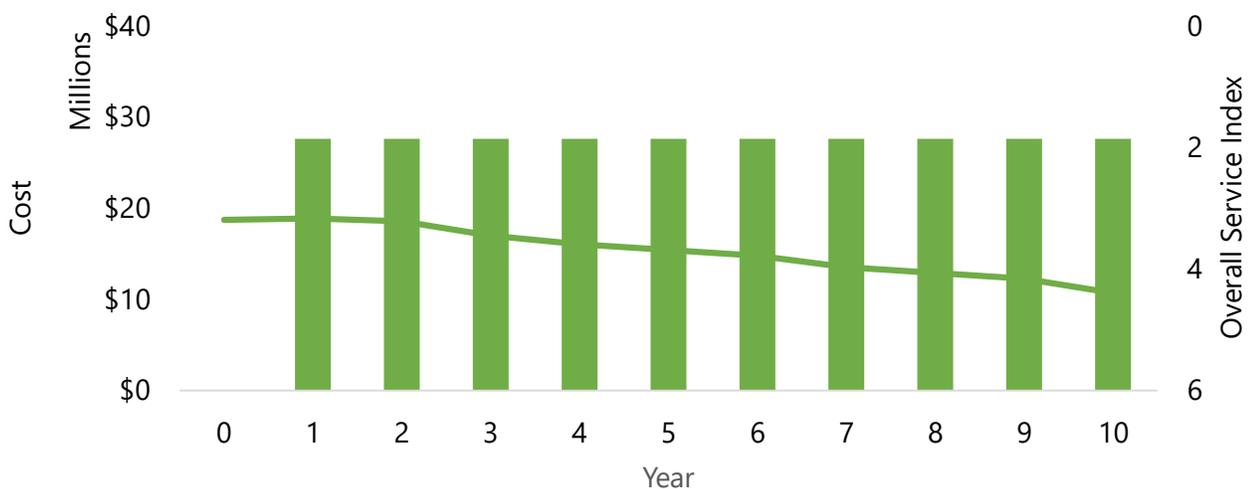
Figure 6-3: OSI Prediction Following Orange County’s Capital Improvement Plan



## \$27.5 MILLION PER YEAR BUDGET (PRIORITIZED ONGOING CAPITAL RENEWALS)

Based on the facility condition assessment and recommended long-range facilities optimization plan, Orange County should anticipate an average annual expenditure of \$27.5 million annually for ongoing capital renewals. Figure 6-4 shows the OSI degrading from a 3.21 to a 4.41 over the next ten years at this investment level. This indicates that a funding level of \$27.5 million over ten years decreases the condition of the building systems, resulting in an average remaining useful life of building systems and components less than 30 percent.

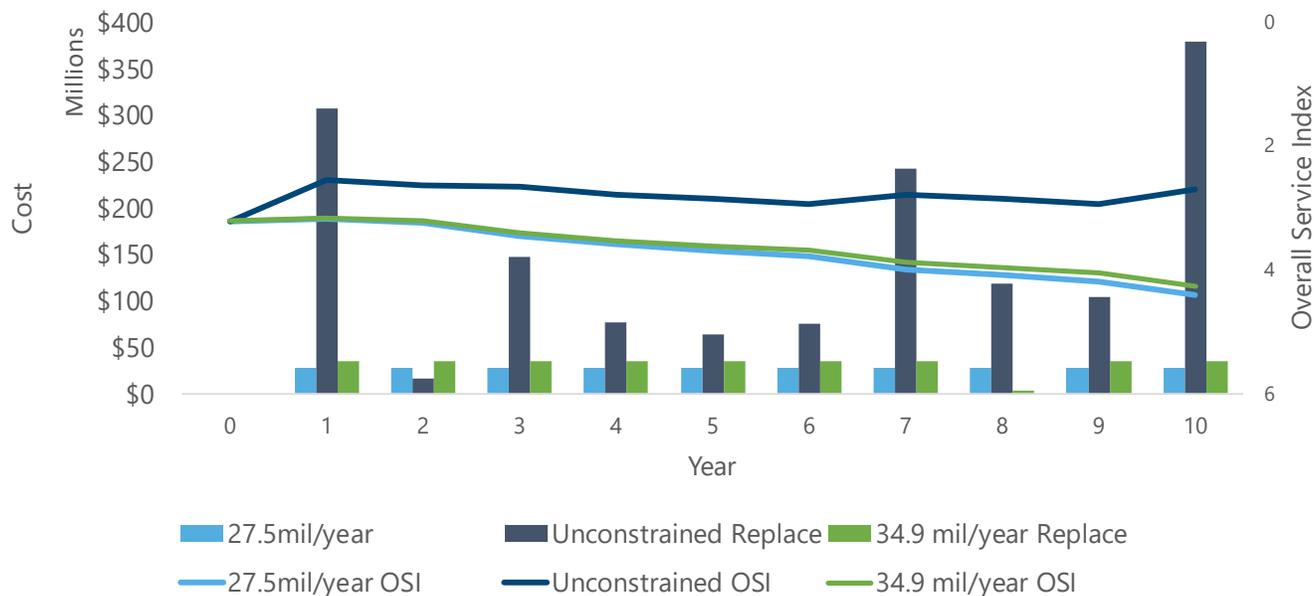
Figure 6-4: OSI Prediction if \$40M is Spent in on Facility Improvements Every Year



# FUNDING SCENARIO SUMMARY

Figure 6-5 compares the three funding scenarios and the impact to the condition of the school facilities. The unconstrained budget is unrealistic; however, it maintains a service level of approximately 2.8, indicating on average building systems have more than 50 percent of their useful life remaining. A budget of \$27.5 million and \$34.9 million per year over the next ten years will degrade the overall condition of the facilities, resulting in an OSI of 4.41 and 4.27, respectively. At either funding levels, the County can expect building systems across the portfolio will have less than 30 percent of their remaining useful life, on average. In addition, with an annual investment of \$27.5 million or \$34.5 million, the trend in condition beyond 10 years will continue downwards and the overall condition of the portfolio will continue to degrade.

Figure 6-5: Comparison of the Three Funding Scenarios



Failing to address projected ongoing capital renewals will continue to increase the deferred maintenance backlog. Planning for some amount of ongoing deferred maintenance is common, as most institutions cannot afford all the capital renewals that would ideally be accommodated every year. However, as deferred maintenance backlogs grow, facilities reach the point where major facility renovation or replacement becomes a better long-term investment strategy than ongoing capital renewals and deferred maintenance. Orange County’s educational facilities will continue to require significant and strategic investments for the foreseeable future to support the education of students in CHCCS and OCS.

Table 6-2 on the following page provides details of the ongoing capital renewals needed per facility at CHCCS and OCS.

Table 6-2: Ongoing Capital Renewal Needs per Facility

	FACILITY	BUDGET	2025	2026	2027	2028	2029
<b>CHCCS</b>	Carrboro ES	\$0.0M					
	Carrboro HS	\$16.3M					
	Chapel Hill HS	\$53.7M					
	Culbreth MS (Priority 1 Needs)	\$0.0M					
	East Chapel Hill HS	\$51.6M					
	Ephesus ES	\$7.7M					
	Estes Hill ES (Priority 1 Needs)	\$0.4M					
	Frank Porter Graham ES (Priority 1 Needs)	\$0.9M					
	Glenwood ES	\$10.5M					
	Lincoln Center	\$8.7M					
	McDougle ES-MS	\$31.6M					
	Morris Grove ES	\$8.7M					
	Northside ES	\$6.5M					
	Phillips MS	\$6.2M					
	Phoenix Academy	\$2.0M					
	Rashkis ES	\$19.5M					
	Scroggs ES	\$24.6M					
	Seawell ES	\$11.3M					
	Smith MS	\$10.1M					
	<b>CHCCS TOTAL</b>	<b>\$270.2M</b>	<b>\$80.2M</b>	<b>\$0.6M</b>	<b>\$3.6M</b>	<b>\$21.1M</b>	<b>\$27.5M</b>
<b>OCS</b>	A.L. Stanback MS 304	\$31.1M					
	Administrative Annex	\$0.8M					
	Administrative Annex II (Transp Dispatch)	\$0.1M					
	Cedar Ridge HS 310	\$1.2M					
	Central ES 312	\$2.9M					
	Central Office	\$0.3M					
	Efland Cheeks ES 324	\$7.5M					
	Grady A. Brown ES 328	\$14.5M					
	Gravelly Hill MS 327	\$25.0M					
	Hillsborough ES 329 (Priority 1 Needs)	\$0.4M					
	Maintenance Department	\$0.9M					
	New Hope ES 330	\$5.2M					
	Orange HS 332	\$18.1M					
	Orange MS 316	\$0.0M					
	Partnership Academy (Priority 1 Needs)	\$0.2M					
	Pathways ES 336	\$12.2M					
	River Park ES 308	\$13.9M					
	Transportation Department	\$3.3M					
	Welcome Center	\$4.7M					
	<b>OCS TOTAL</b>	<b>\$142.3M</b>	<b>\$42.6M</b>	<b>\$0.0M</b>	<b>\$2.6M</b>	<b>\$25.2M</b>	<b>\$1.3M</b>
	<b>ORANGE COUNTY TOTAL</b>	<b>\$412.4M</b>	<b>\$122.8M</b>	<b>\$0.6M</b>	<b>\$6.3M</b>	<b>\$46.3M</b>	<b>\$28.8M</b>



Strategically investing available funds will improve the condition of school facilities in Orange County's 39 campuses



07

# CONCLUSION



This Long-Range Facilities Optimization Plan provides Orange County, CHCCS, and OCS the information necessary to make informed decisions for future investment in school facilities. Because school facilities have a direct impact on student learning, student and staff health, and community vitality, it is crucial to properly invest in the learning environment.

The Woolpert recommendation calls for \$1 billion investment over the next 15 years in school facilities. This recommendation considers the facility condition, educational adequacy, utilization, and enrollment projections, industry best practices, and goals of the districts to determine a path forward for both CHCCS and OCS. The goal of the recommendation is to strategically invest in facilities to improve the teaching and learning environment, while being fiscally responsible.

*School facilities have a direct impact on student learning, student and staff health, and community vitality.*

The Facility Condition Assessment identified over a dozen facilities that have reached the point where major renovations or replacement is a better long-term investment than attempting to catch up with deferred maintenance. In addition, even if deferred maintenance was not a challenge for these schools, the Educational Adequacy Assessment identified that continuing to invest in inadequate facilities would keep students constrained in undersized facilities or

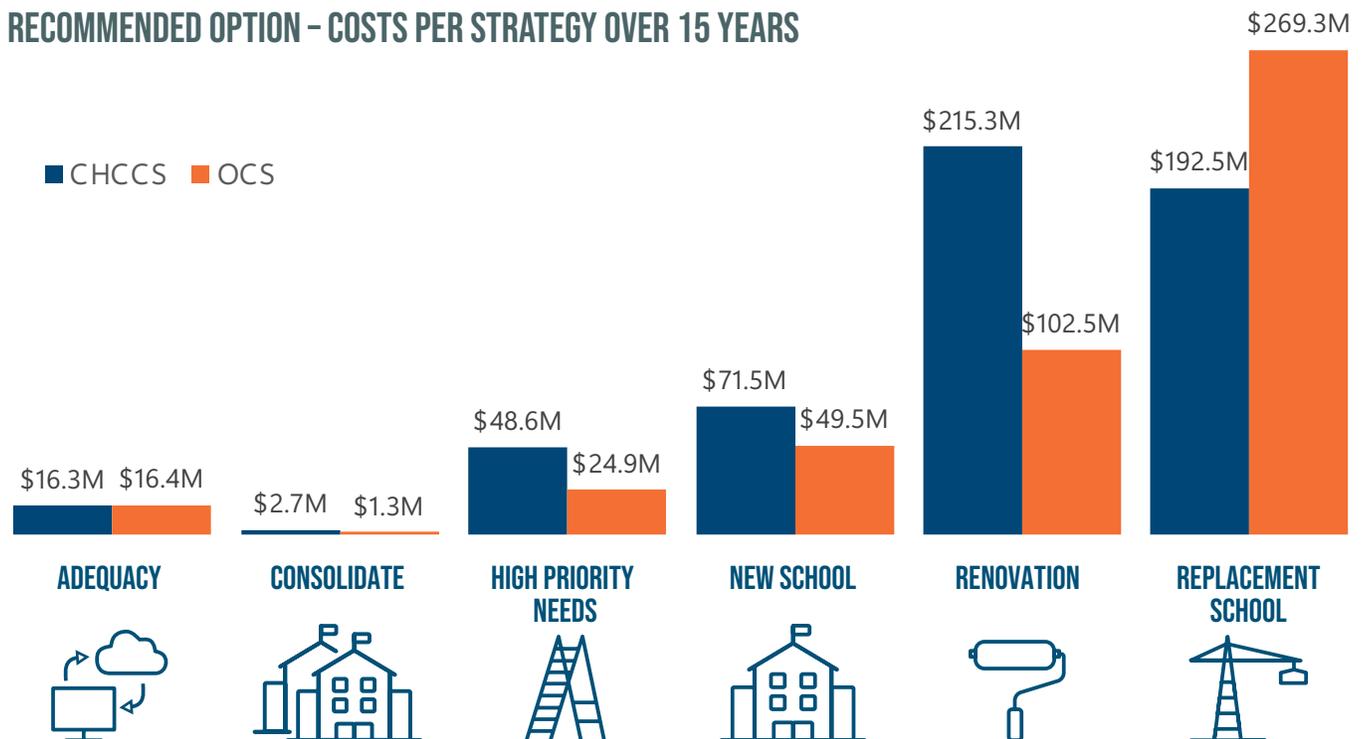
in learning environments that do not have the equipment to support a comprehensive education.

Industry standard modeling and the Woolpert Facility Condition Assessment both suggest the County should plan on investing significantly more in ongoing facility needs than they have historically. While funding the recommendation may not be immediately achievable, it should be considered as the guide for the future of CHCCS and OCS facilities. The Woolpert recommendation assumes that funding facility improvements will continue. It is recommended that the plan be revisited and updated every five years to make certain the planned projects are in line with enrollment projections, condition, and district mission.

Leveraging the recommendation, Orange County, CHCCS, and OCS have the opportunity to engage the

community going forward to fund the renovation and new construction projects that will enhance the teaching and learning environments for all students of Orange County. Through commitment and collaboration between County and District leadership, the state of the current school facilities can be addressed to promote safe, supportive, and modern learning environments for all students.

### RECOMMENDED OPTION – COSTS PER STRATEGY OVER 15 YEARS





# WOOLPERT

Contact:

Jessica Goodell, Director of Portfolio Optimization

[Jessica.goodell@woolpert.com](mailto:Jessica.goodell@woolpert.com)

[woolpert.com](http://woolpert.com)



**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-b**

**SUBJECT:** Property Tax Release/Refund

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**DEPARTMENT:** Tax Administration

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**ATTACHMENT(S):**

Resolution  
Release/Refund Data Spreadsheet

**INFORMATION CONTACT:**

Nancy Freeman, Tax Administrator,  
(919) 245-2735

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**PURPOSE:** To consider adoption of a resolution to release property tax value for one (1) taxpayer with a total of one (1) bill that will result in a reduction of revenue.

**BACKGROUND:** The Tax Administration Office has received one (1) taxpayer request for release or refund of property taxes. North Carolina General Statute 105-381(b), "Action of Governing Body" provides that "upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the Taxing Unit shall within 90 days after receipt of such a request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct liability or notify the taxpayer in writing that no release or refund will be made". North Carolina law allows the Board to approve property tax refunds for the current and four previous fiscal years.

**FINANCIAL IMPACT:** Approval of this change will result in a net reduction in revenue of \$28,899 to the County, municipalities, and special districts. The Tax Assessor recognized that refunds could impact the budget and accounted for these in the annual budget projections.

**SOCIAL JUSTICE IMPACT:** There is no Orange County Social Justice Goal impact associated with this item.

**ENVIRONMENTAL IMPACT:** There is no Orange County Environmental Responsibility Goal impact associated with this item.

**RECOMMENDATION(S):** The Manager recommends that the Board approve the attached resolution approving this property tax release/refund request in accordance with North Carolina General Statute 105-381.

NORTH CAROLINA

RES-2023-078

ORANGE COUNTY

**REFUND/RELEASE RESOLUTION (Approval)**

**Whereas**, North Carolina General Statutes 105-381 and/or 330.2(b) allows for the refund and/or release of taxes when the Board of County Commissioners determines that a taxpayer applying for the release/refund has a valid defense to the tax imposed; and

**Whereas**, the properties listed in each of the attached "Request for Property Tax Refund/Release" has been taxed and the tax has not been collected: and

**Whereas**, as to each of the properties listed in the Request for Property Tax Refund/Release, the taxpayer has timely applied in writing for a refund or release of the tax imposed and has presented a valid defense to the tax imposed as indicated on the Request for Property Tax Refund/Release.

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY THAT** the recommended property tax refund(s) and release(s) are approved.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

I, Laura Jensen, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a business meeting of said Board held on \_\_\_\_\_, said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Clerk to the Board of Commissioners

Clerical error G.S. 105-381(a)(1)(a)  
 Illegal tax G.S. 105-381(a)(1)(b)  
 Appraisal appeal G.S. 105-330.2(b)

**BOCC REPORT - REAL/PERSONAL  
 DECEMBER 12, 2023**

NAME	ACCOUNT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT	ADDITIONAL INFORMATION
Bellsouth Tel Co	68800	2023	3,297,342	297,342	(28,899.00)	Incorrect value (clerical error)	Value keyed erroneously as 3,297,342 instead of 297,342
				<b>Total</b>	<b>(28,899.00)</b>		
<p>Gap Bill: A property tax bill that covers the months between the expiration of a vehicle's registration and the renewal of that registration or the issuance of a new registration.</p>							
<p>The spreadsheet represents the financial impact that approval of the requested release or refund would have on the principal amount of taxes.</p>							
<p>Approval of the release or refund of the principal tax amount also constitutes approval of the release or refund of all associated interest, penalties, fees, and costs appurtenant to the released or refunded principal tax amount.</p>							

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-c**

**SUBJECT:** Late Application for Property Tax Exemption/Exclusion

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**DEPARTMENT:** Tax Administration

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**ATTACHMENT(S):**

Exempt Status Resolution  
Spreadsheet  
Request for Exemption/Exclusion

**INFORMATION CONTACT:**

Nancy Freeman, Tax Administrator,  
(919) 245-2735

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**PURPOSE:** To consider one (1) untimely application for exemption/exclusion from ad valorem taxation for one (1) bill for the 2023 tax year.

**BACKGROUND:** North Carolina General Statutes (NCGS) typically require applications for exemption to be filed during the listing period, which is usually during the month of January. Applications for Elderly/Disabled Exclusion, Circuit Breaker Tax Deferment and Disabled Veteran Exclusion should be filed by June 1<sup>st</sup> of the tax year for which the benefit is requested. NCGS 105-282.1(a1) does allow some discretion. Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the Board of Equalization and Review, the Board of County Commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this provision applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

One applicant is applying for homestead exclusion based on NCGS 105-277.1, which allows exclusion of the greater of \$25,000 or 50% of the appraised value of the residence.

Including this one application, the Board will have considered a total of forty-three untimely applications for exemption of 2023 taxes since the 2023 Board of Equalization and Review adjourned on June 22, 2023. Taxpayers may submit an untimely application for exemption of 2023 taxes to the Board of Commissioners through December 31, 2023.

**FINANCIAL IMPACT:** The reduction in the County's tax base associated with approval of the exemption application will result in a reduction of FY 2023/2024 taxes due to the County, municipalities, and special districts in the amount of \$991.27.

**SOCIAL JUSTICE IMPACT:** There is no Orange County Social Justice Goal impact associated with this item.

**ENVIRONMENTAL IMPACT:** There is no Orange County Environmental Responsibility Goal impact associated with this item.

**RECOMMENDATION(S):** The Manager recommends that the Board approve the attached resolution for the above-listed application for FY 2023/2024 exemption.

NORTH CAROLINA

RES-2023-079

ORANGE COUNTY

**EXEMPTION/EXCLUSION RESOLUTION**

**Whereas**, North Carolina General Statutes 105-282.1 empowers the Board of County Commissioners to approve applications for exemption after the close of the listing period, and

**Whereas**, good cause has been shown as evidenced by the information packet provided, and

**Whereas**, the Tax Administrator has determined that the applicants could have been approved for 2023 had applications been timely.

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY**

**COMMISSIONERS OF ORANGE COUNTY THAT** the properties applying for exemption for 2023 are so approved as exempt.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners \_\_\_\_\_

Noes: \_\_\_\_\_

I, Laura Jensen, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a business meeting of said Board held on \_\_\_\_\_ said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk to the Board of Commissioners

Late exemption/exclusion application - GS 105-282.1(a1)

**BOCC REPORT - REAL/PERSONAL  
LATE EXEMPTION/ EXCLUSION  
DECEMBER 12, 2023**

NAME	ACCOUNT NUMBER	BILL YEAR	ORIGINAL VALUE	TAXABLE VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT
Flowers, Cynthia	259074	2023	123,500	61,750	(991.27)	Late application for exemption General Statute 105-277.1 (homestead exemption)
				<b>Total</b>	<b>(991.27)</b>	

\*Circuit Breaker does not result in a reduction in value. The exemption received is based on the income of the taxpayer.

The spreadsheet represents the financial impact that approval of the requested release or refund would have on the principal amount of taxes.  
Approval of the release or refund of the principal tax amount also constitutes approval of the release or refund of all associated interest, penalties, fees, and costs appurtenant to the released or refunded principal tax amount.

**Late Application For Exemption Good Cause Information**  
**December 12, 2023**

<b>NAME</b>	<b>ACCOUNT NUMBER</b>	<b>BILL YEAR</b>	<b>Exemption Information</b>	<b>Good Cause Reason</b>
Flowers, Cynthia	259074	2023	Homestead Exemption	Didn't know about the program

ORD-2023-043

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No.** 8-d

**SUBJECT:** Fiscal Year 2023-24 Budget Amendment #4

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**DEPARTMENT:** County Manager's Office

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**ATTACHMENT(S):**

Attachment 1. Year-to-Date Budget  
Summary

**INFORMATION CONTACT:**

Kirk Vaughn, (919) 245-2153

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**PURPOSE:** To approve budget, grant, and capital project ordinance amendments for Fiscal Year 2023-24.

**Housing Department**

1. The Housing Choice Voucher Program has identified that it will receive a larger share of administrative dollars this year due to placing more housing clients on vouchers than anticipated. This will add an additional \$128,800 in HUD grant funds to administer the Housing Choice Voucher Program. The department will use these administrative funds to assist clients in clearing barriers to housing, such as paying security deposits, utility fees and upfront deposits. This adds \$128,800 in authorization to the Housing Choice Voucher Fund, outside of the General Fund.
2. The Town of Chapel Hill has contracted with the County's Housing Department to supplement the Longtime Homeowner's Assistance Program specifically for Town of Chapel Hill residents. The town will provide an additional \$75,000 to offset the tax bills of eligible residents in the town.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**

The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

## Planning And Inspections

3. The County has authorized a settlement of \$15,800 with a resident due to an error related to the installation of Orange Water and Sewer Authority (OWASA) sanitary sewer at 7731 Rogers Road. This action will appropriate fund balance to cover the cost of this settlement.
4. This budget amendment provides for the transfer of \$30,000 from the County Capital Reserve Fund to the Community Loan Fund to support County-wide no interest loans for sewer connection. The loans range from \$3,500 to \$10,000 with a 10-year repayment. Per the Community Loan Fund terms, the loan is secured by a deed of trust and the borrowed loans will be itemized on the recipient's annual County tax bill for the annual payment. This budget amendment increases the authorization in the County Capital Reserve Fund and the Community Loan Fund by \$30,000.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to these items:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs, and funding necessary for residents to provide shelter, food, clothing, and medical care for themselves and their dependents.

## Orange County Transportation Services

5. The Orange County Transportation Services Department has received notification of additional revenue of \$37,430 from North Carolina Department of Transportation for the FY2024 Rural Operating Assistance Program (ROAP). This budget amendment provides for the receipt of these additional funds in the General Fund for the cost of operating expenses in the department.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

## Department of Social Services

6. At the end of FY 2022-23, the County had \$7,879 in unspent State funded Juvenile Crime Prevention Council (JCPC) administration funds. These funds transferred to Fund Balance at the end of the fiscal year. This amendment draws these funds from Fund Balance for return back to the State.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

**ENVIRONMENTAL IMPACT:** There are no Orange County Environmental Responsibility Goal impacts associated with these items other than as noted otherwise above.

**FINANCIAL IMPACT:** Financial impacts are included in the background information above. This budget amendment provides for the receipt of these additional funds in FY 2023-24 and increases the General Fund by \$136,109, the Housing Choice Voucher Fund by \$128,80, the Community Loan Fund by \$30,000, and the County Capital Reserve Fund by \$30,000.

**RECOMMENDATION(S):** The Manager recommends the Board approve the budget, grant, and capital project ordinance amendments for Fiscal Year 2023-24.

## Year-To-Date Budget Summary

*Fiscal Year 2023-24*

Fund Budget Summary	General Fund	Housing Choice Voucher Fund	County Capital Reserve	Commun ity Loan Fund
Original Budget Revenue	\$271,114,238	\$6,858,632	\$0	
Interfund Transfer Revenue	\$1,391,290			
Fund Balance Appropriation	\$7,000,000		\$1,038,010	
<b>Total Original Budget</b>	<b>\$279,505,528</b>	<b>\$6,858,632</b>	<b>\$1,038,010</b>	<b>\$0</b>
<b>Additional Revenue Received Through Budget Amendment #4 (December 12, 2023)</b>				
Grant Funds	\$774,025	\$146,254		
Non Grant Funds	\$91,241			
Additional Interfund Transfer Revenue	\$44,338			\$30,000
Additional Fund Balance Appropriation	\$33,256		\$98,088	
<b>Total Amended Budget</b>	<b>\$280,448,388</b>	<b>\$7,004,886</b>	<b>\$1,136,098</b>	<b>\$30,000</b>
Dollar Change in 2023-24 Approved Budget	\$942,860	\$146,254	\$98,088	\$30,000
% Change in 2023-24 Approved Budget	0.35%	2.13%	100.00%	100.00%

### Authorized Full Time Equivalent Positions

Original Approved Full Time Equivalent Positions (includes Permanent and Time Limited)	1,001.800	5.850		
Changes to Full Time Equivalent Positions				
Amended Approved General Fund Full Time Equivalent Positions	1,001.800	5.850	0.000	0.000
<b>Total Approved Full-Time-Equivalent Positions for Fiscal Year 2023-24</b>	<b>1,001.800</b>	<b>5.850</b>	<b>0.000</b>	<b>0.000</b>

ORD-2023-044

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-e**

**SUBJECT:** North Carolina Governor's Highway Safety Program: Orange County Sheriff's Office Police Traffic Services and Approval of Budget Amendment #4-A

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**DEPARTMENT:** Sheriff's Office

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**ATTACHMENT(S):**

- Attachment 1. Traffic Safety Project Grant Application
- Attachment 2. Agreement of Conditions
- Attachment 3. Local Government Resolution
- Attachment 4. Year-to-Date Budget Summary

**INFORMATION CONTACT:**

Sheriff Charles S. Blackwood,  
919.245.2900  
Jennifer Galassi, Legal Advisor,  
919.245.2952  
Capt. T. Brian Whitehurst, Sheriff's Deputy and North Carolina Governor's Highway Safety Program Triangle Region Law Enforcement Liaison,  
919.245.2900

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**PURPOSE:** To:

- 1) Adopt a Resolution recognizing federal funding for police traffic services to the Sheriff's Office;
- 2) Authorize the Chair to sign the Resolution; and
- 3) Approve Budget Amendment #4-A.

**BACKGROUND:** The North Carolina Governor's Highway Safety Program (the "GHSP") partners with Law Enforcement Liaisons to promote highway safety awareness and to reduce the number of traffic crashes and fatalities in the State. Law Enforcement Liaisons ("LEL"), located in the eleven regions in which the GHSP divides the State, are full time law enforcement officers. An LEL serves as a coordinator and organizer for highway safety activities in his/her respective region and as liaison to the GHSP Office in Raleigh.

Some of the duties of an LEL include:

- promoting traffic safety measures in the region,
- supporting and informing law enforcement agencies within those regions of current and upcoming campaigns,
- providing information and guidance in the grant process by assisting agencies with questions, and
- directing them to the appropriate grant manager for their region.

LELs communicate on a regular basis with the county coordinators in their region and assist them with the efforts to promote activities and campaigns on the county level. "Booze It & Lose

It” and “Click It or Ticket” are well known GHSP campaigns. Additionally, LELs monitor campaign reporting in their regions and ensure all agencies are participating in the reporting of campaign statistics.

LELs are required to attend quarterly meetings held throughout the State with GHSP staff, the annual Lifesaver National Conference on Highway Safety Priorities in the spring, and assist with planning, set up, operations, and tear down of the annual North Carolina Highway Safety Symposium. To facilitate travel, training, and the other activities of the LELs, GHSP awards a grant to the employing agency of each LEL. The grant funds travel, training, and traffic safety equipment for the agency.

Captain T. Brian Whitehurst of the Orange County Sheriff’s Office is the Law Enforcement Liaison for Region 5. The GHSP approved an application from the Sheriff’s Office’s for Fiscal Year 2023-24 in the amount of \$30,000. This funding will allow the Sheriff’s Office to purchase 1) Two (2) Radars (includes shipping and installation); 2) the Traffic Software Subscription for Monitoring Four (4) Speed Display Signs; and 3) Firmware Updates for the DWI Simulator, and also fund the LEL’s travel to the required meetings, conference, and symposium.

Budget Amendment #4-B provides for the budgetary changes listed above.

**FINANCIAL IMPACT:** The Orange County Sheriff’s Office will receive \$30,000 in grant funding. Funding comes from federal sources and requires no local appropriation. Budget Amendment #4-A provides for the receipt of these grant funds and will increase the General Fund by \$30,000.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: CREATE A SAFE COMMUNITY**

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

Receipt of GHSP grant funding will allow the Orange County Sheriff’s Office to advance the North Carolina Governor’s Highway Safety Program’s purpose to promote highway safety awareness and to reduce the number of traffic crashes and fatalities in the State, objectives which overlap with this Social Justice Goal.

**ENVIRONMENTAL IMPACT:** There is no Orange County Environmental Responsibility Goal impact associated with this item.

**RECOMMENDATION(S):** The Manager recommends that the Board:

- 1) Adopt the North Carolina Governor’s Highway Safety Program Local Governmental Resolution recognizing federal funding for police traffic services to the Sheriff’s Office;
- 2) Authorize the Chair to sign the Resolution; and
- 3) Approve Budget Amendment #4-A accepting the \$30,000 from federal grant funds.



A Regional Law Enforcement Liaison serves as coordinator and organizer for highway safety activities in their respective region. Efforts to continue to promote and involve law enforcement agencies in these lifesaving endeavors are of paramount importance to this statewide program. LELs are required to host events, attend, and conduct meetings, assist County Coordinators with organizing highway safety campaigns, and encouraging agencies to participate and report their activities.

**Budget Justification** (Provide a detailed explanation of the costs associated with proposed project):

The Orange County Sheriff's Office has continued to see an increase in speeding violations. The majority of enforcement taking place on major roadways due to their high crash volume, speeding continues to be a leading cause of crashes within our county. With funding for 2 additional RADARS, more officers can be placed in areas to combat this concern. Our hope is that more enforcement leads to less crashes.

Additional funds are requested to continue the monitoring of four Speed Display Signs we use to collect data in areas where we have speeding complaints. This software allows up to change settings, monitor the status, and retrieve data from the signs remotely in an effort to make us more efficient in deploying our resources to address the speeding problems in the area.

Also, funds are requested to provide meals for quarterly County Coordinator Meetings.

We are also requesting additional funds to upgrade the firmware for our DWI Simulator. It has been several years since the last update and as technology has changed, so has the need to have the computer software updated to make this worthwhile educational tool more relevant in the prevention of driving while impaired.

**Travel Justification** (Provide justification for all travel expenses):

In-state travel and out-of-state funds will be used for travel to perform LEL functions, trainings, and responsibilities. Some of the funds may be used to attend traffic safety conferences and trainings similar to NCGHSP's traffic safety conference, the annual Lifesaver's national conference, the GHSA annual conference and trainings related to traffic safety enforcement and education.

**To be completed by law enforcement agencies seeking first year grant:**

Provide the agency's number of sworn officers	120
Does the agency currently have a dedicated traffic or DWI unit?	Yes <input type="radio"/> No <input checked="" type="radio"/>
If a dedicated traffic or DWI unit exists, how many officers are assigned to the unit?	

For applicants requesting enforcement grants, please provide the following county fatality rankings:

Information can be located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>

Overall Fatality Ranking:	43
Alcohol Fatality Ranking:	35
Unrestrained Fatality Ranking:	36
Speed Related Fatalities:	28
Other Applicable Rankings: (Specify)	

As part of this project all law enforcement agencies must enter traffic enforcement citations data of their agency for the past three years.

Year 2020	Occupant Protection Citations	DWI Citations	73	Speed Citations	560	
Year 2021	Occupant Protection Citations	DWI Citations	50	Speed Citations	283	
Year 2022	Occupant Protection Citations	7	DWI Citations	41	Speed Citations	135

**Goals and Objectives** (Provide at least one SMART (Specific, Measurable, Attainable, Realistic and Timely) goals and objectives. For more detailed information see "How to write an effective traffic safety project" located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)

Goal #1: Goal: Promote highway safety within Region 5 with increased efforts to raise seatbelt use above 90% by September 30, 2024. Raise the law enforcement agency participation rate in Region 5 from the 2021-2022 average of 78.6% to an average of 85 % reporting in Region 5 by September 30, 2024.

- Objectives:
- Conduct a minimum of four Law Enforcement County Coordinator (LECC) meetings to discuss current highway safety activities, GHSP issues, training opportunities, and legal updates and concerns.
  - Gather LECC monthly reports, awarding 25 GHSP STEP system credits for Coordinators each month they

submit one.

- Compile a quarterly regional report for GHSP that includes a summary of the reports from the LECC's and the activities by the RLEL.
- Promote night-time seatbelt initiatives, GHSP campaigns and events within Region 5.

Goal #2:

Objectives:

Goal #3:

Objectives:

**Below are the 5-year goals of the NC Governor's Highway Safety Program (GHSP). To be eligible for funding, your traffic safety project should match one or more of the GHSP goals. Check all that apply.**

- Reduce NC's traffic-related fatalities by 17.58% from the 2016-2020 average of 1458.6 to 1,202 by December 31, 2024.
- Reduce NC's alcohol-related fatalities by 5% from the 2016-2020 average of 417.2 to 396 by December 31, 2024.
- Reduce NC's unrestrained fatalities by 5% from the 2016-2020 average of 430.4 to 408 by December 31, 2024.
- Reduce NC's speed-related fatalities by 10% from the 2016-2020 average of 427.2 to 384 by December 31, 2024.
- Reduce NC's young driver-related fatal crashes by 5% from the 2016-2020 average of 172.4 to 163 by December 31, 2024.
- Reduce NC's motorcycle fatalities by 5% from the 2016-2020 average of 190.8 to 181 by December 31, 2024.
- Increase NC's seat belt usage rate 1.0 percentage points from 90.8% in 2022 to 91.8% by December 31, 2024.

**SECTION C – BUDGET DETAIL**

**Other Direct Costs**

#	Equipment	Quantity	Cap Amount	Cost
1	RADAR-INCLUDES INSTALLATION AND SHIPPING	2	\$2,500.00	\$5,000.00
Total Equipment Cost				\$5,000.00

Other Equipment Details :

#	Other Items and Equipment Direct Cost:	Cost
1	Meals for County Coordinator Meetings	\$500.00
2	Software Subscription for Monitoring 4 Speed Display Signs	\$6,000.00
3	Firmware Updates for DWI Simulator	\$4,999.00
Total Other Items and Equipment Direct Cost:		\$11,499.00

#	Travel	Cost
1	In-State Travel	\$2,500.00
2	Out-of-State Travel	\$11,001.00
Total Travel Cost:		\$13,501.00
Total Other Direct Costs:		\$30,000.00

**SECTION D – SCHEDULE OF TASKS BY QUARTERS**

List the schedule of tasks by quarters, referring specifically to the objectives in Section B. Tasks should be a bulleted list of activities to be performed in each quarter.

**Conditions for Enforcement Projects Only**

By checking this box, the above agency agrees to the terms below as additional activities to be performed as part of this project.

- A minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
- A minimum of one (1) impaired driving checkpoint per month;
- A minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
- Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
- Participation in any event or campaign as required by the GHSP;
- Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

First Quarter (October, November, December)

- Attend all GHSP meetings and events.
  - Conduct a minimum of one county coordinator meeting.
  - Visit or revisit non-participating/reporting agencies within the Region. Talk to the LECCs about those agencies as well.
  - Submit Quarter 1 Progress report.
  - Conduct/provide support for a minimum of 3 presentations using the DWI Simulator
  - Conduct/provide support for a minimum of 2 presentations using the Convincer
  - Collect monthly LECC reports and compile into the regional quarterly report.
- Submit Quarter 1 Progress Report by January 15.

Second Quarter (January, February, March)

- Attend all GHSP meetings and events.
  - Conduct a minimum of one county coordinator meeting.
  - Meet with a minimum of three non-participating/reporting agencies within the Region.
  - Collect monthly LECC reports and compile into the regional quarterly report.
  - If requested, provide GHSP with grant application information regarding agencies in their region.
  - Conduct/provide support for a minimum of 3 presentations using the DWI Simulator
  - Conduct/provide support for a minimum of 2 presentations using the Convincer
- Submit Quarter 2 Progress Report by April 15

Third Quarter (April, May, June)

- Attend all GHSP meetings and events.
  - Conduct a minimum of one county coordinator meeting.
  - Meet with a minimum of three non-participating/reporting agencies within the Region.
  - Collect monthly LECC reports and compile into the regional quarterly report.
  - If requested, provide GHSP with grant application information regarding agencies in their region.
  - Conduct/provide support for a minimum of 3 presentations using the DWI Simulator
  - Conduct/provide support for a minimum of 2 presentations using the Convincer
- Submit quarter 3 progress report by July 15

Fourth Quarter (July, August, September)

- Attend all GHSP meetings and events.
  - Conduct a minimum of one county coordinator meeting.
  - Meet with a minimum of three non-participating/reporting agencies within the Region.
  - Collect monthly LECC reports and compile into the regional quarterly report.
  - Conduct/provide support for a minimum of 3 presentations using the DWI Simulator
  - Conduct/provide support for a minimum of 2 presentations using the Convincer
- Submit Quarter 4 progress report by October 15  
 Submit Final Accomplishments report by October 15  
 Submit final claim by October 30.

**AGENCY AUTHORIZING SIGNATURE**

I have read and accept terms and conditions of the grant funding and attached the Grant Agreement. The information supplied in this application is true to the best of my knowledge

Name:

PIN:

Date:

- Note:**
1. Submitting grant application is not a guarantee of grant being approved.
  2. Once form has been submitted, it cannot be changed unless it has a status of "Return".

**FOR GHSP USE ONLY:**

Recommendation:

Date:

**North Carolina Governor's Highway Safety Program  
Agreement of Conditions**

This Agreement is made by and between the North Carolina Department of Transportation, hereinafter referred to as the "Department", to include the Governor's Highway Safety Program, hereinafter referred to as "GHSP"; and the applicant agency, for itself, its assignees and successors in interest, hereinafter referred to as the "Agency". During the performance of this contract, and by signing this contract, the Agency agrees as follows:

**A. Federal Provisions**

1. **Equal Opportunity/Nondiscrimination.** The Agency will agree to comply with all Federal statutes and implementing regulations relating to nondiscrimination concerning race, color, sex, religion, national origin, handicaps, and age. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252);
  - (b) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601)
  - (c) Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686);
  - (d) Non-Discrimination in Federally-assisted programs of the United States Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (49 CFR Part 21), hereinafter referred to as "USDOT", as amended;
  - (e) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, and 49 CFR Part 27; and
  - (f) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.);
  - (g) The Civil Rights Restoration Act of 1987, (Pub. L. 100-209);
  - (h) Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) and 49 CFR parts 37 and 38;
  - (i) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations;
  - (j) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
2. **Drug Free Workplace.** The Agency agrees to comply with the provisions cited in the Drug-Free Workplace Act of 1988 (41 U.S.C. 8103).
3. **Federal Grant Requirements and Contracts.** The Agency shall comply with the following statutes and implementing regulations as applicable:
  - (a) Highway Safety Act of 1966 (23 U.S.C. Chapter 4 -), as amended;
  - (b) Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94;
  - (c) Uniform Procedures for State Highway Safety Grant Programs (23 CFR part 1300);
  - (d) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 1201);
  - (e) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and all other relevant Federal regulations covering the Highway Safety Program;
  - (f) NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 ([www.nhtsa.gov](http://www.nhtsa.gov)) and additions or amendments thereto.
4. **Political Activity (Hatch Act)** The Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
5. **Lobbying.**
  - (a) **Certification Regarding Federal Lobbying.** The undersigned certifies, to the best of his or her knowledge and belief, that:
    - (i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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.

- (ii) 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, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (iii) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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) **Restriction on State Lobbying.** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### 6. Audits.

- (a) **Audit Required.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR, Subpart F, §200.500. Guidance on determining Federal awards expended is provided in 2 CFR, Subpart F, §200.502.
- (b) **Single Audit.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single audit conducted in accordance with 2 CFR, Subpart F, §200.501, except when they elect to have a program-specific audit conducted in accordance with 2 CFR, Subpart F, §200.501, paragraph (c).
- (c) **Non-Governmental Entities.** Non-governmental entities (not-for-profit and for-profit entities) must adhere to North Carolina General Statute 143C-6.22 and 09 NCAC Subchapter 03M.

#### 7. Instructions for Lower Tier Certification.

- (a) By signing and submitting this proposal, the prospective lower tier participant (the Agency) is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1200.
- (b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (c) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (d) The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR Part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- (e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred,

suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

- (f) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1200.
  - (g) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
  - (h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  - (i) Except for transactions authorized under paragraph 7(e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies including suspension or debarment.
  - (j) **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions.**
    - (i) The prospective lower tier participant (the Agency) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.
    - (ii) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.
8. **Buy America Act.** The Agency and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.
9. **Prohibition On Using Grant Funds To Check For Helmet Usage.** The Agency and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
10. **Conditions for State, Local and Indian Tribal Governments.** State, local and Indian tribal government Agencies shall adhere to the standards established by 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments and additions or amendments thereto, for principles for determining costs applicable to grants and contracts with state, local and Indian tribal governments.
11. **Conditions for Institutions of Higher Education.** If the Agency is an institution of higher education, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR 220 Cost Principles for Educational Institutions for determining costs applicable to grants and contracts with educational institutions.

12. **Conditions for Non-Profit Organizations.** If the Agency is a non-profit organization, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR Part 230 Cost Principles for Non-Profit Organizations for determining costs applicable to grants and contracts with non-profit organizations.
13. **Conditions for Hospitals.** If the Agency is a hospital, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

## B. General Provisions

1. **Contract Changes.** This document contains the entire agreement of the parties. No other contract, either oral or implied, shall supercede this Agreement. Any proposed changes in this contract that would result in any change in the nature, scope, character, or amount of funding provided for in this contract, shall require a written addendum to this contract on a form provided by the Department.
2. **Subcontracts Under This Contract.** The Agency shall not assign any portion of the work to be performed under this contract, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this contract without the prior written concurrence of the Department. Any subcontract under this contract must include all required and applicable clauses and provisions of this contract. Subcontracting does not relieve the Agency of any of the duties and responsibilities of this agreement. The subcontractor must comply with standards contained in this agreement and provide information that is needed by the Agency to comply with these standards. The Agency must submit any proposed contracts for subcontracted services to the Governor's Highway Safety Program for final approval no less than 30 days prior to acceptance.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Agency for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Agency of the Agency's obligations under this contract. Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 2 CFR Part 200 and North Carolina General Statute 143-128.4. Historically underutilized business defined; statewide uniform certification as it pertains to Historically Underutilized Businesses.
4. **Incorporation of Provisions in Subcontracts.** The Agency shall include the provisions of section A-1 through A-13 of this Agreement in every subcontract, including procurements of materials and leases of equipment, unless exempted by the regulations, or directives issued pursuant thereto. The Agency shall take such action with respect to any subcontract or procurement as the Department, the State of North Carolina, hereinafter referred to as the "State", the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA", or the Federal Highway Administration, hereinafter referred to as "FHWA", may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Agency becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Agency may request the Department or the State to enter into such litigation to protect the interests of the Department or the State. In addition, the Agency may request the NHTSA or FHWA to enter into such litigation to protect the interests of the United States.
5. **Outsourcing.** All work shall be performed in the United States of America. No work will be allowed to be outsourced outside the United States of America.
6. **Property and Equipment.**
  - (a) **Maintenance and Inventory.** The Agency shall maintain and inventory all property and equipment purchased under this contract.
  - (b) **Utilization.** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
  - (c) **Title Interest.** The Department and NHTSA retain title interest in all property and equipment purchased under this contract. In the event that the Agency fails or refuses to comply with the provisions of this Agreement or terminates this contract, the Department, at its discretion, may take either of the following actions:
    - (i) Require the Agency to purchase the property or equipment at fair market value or other mutually agreed to amount; or

- (ii) Require the Agency to transfer the property or equipment and title of said property or equipment, if any, to the Department or to another Agency, as directed by the Department.
- (d) **Non-expendable Property.** Non-expendable property is defined as property or equipment having a value of \$5000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Department.
7. **Educational or Other Materials.** If allowed, any educational or other materials developed using funds from this contract must be reviewed and approved by the GHSP prior to their production or purchase. The cost of these materials is generally limited to a maximum of \$5.00 per item. The purchase of promotional items and memorabilia are not an allowable cost.
8. **Review of Reports and Publications.** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the GHSP prior to their release.
9. **Reimbursement.**
- (a) **General.** Payments are made on a reimbursement basis. There is no schedule of advance payments. Only actual allowable costs are eligible for reimbursement. Claims for reimbursement must be made a minimum of quarterly and no more than once a month via the Grants Management System. Claims for reimbursement not made within the three month threshold are subject to denial. The itemized invoice shall be supported by documentation of costs as prescribed by the Department. Reimbursements will not be processed if other required reports are incomplete or have not been submitted. Failure to submit complete reports by the required deadline may result in denial of reimbursement.
- (b) **Approval.** The Governor's Highway Safety Program and the Department's Fiscal Section shall approve the itemized invoice prior to payment.
- (c) **Unapproved Costs.** Any rejected or unaccepted costs shall be borne by the Agency. The Agency agrees that in the event the Department determines that, due to Federal or State regulations that grant funds must be refunded, the Agency will reimburse the Department a sum of money equal to the amount of Federal and State participation in the rejected costs.
- (d) **Final Claims for Reimbursement.** Final claims for reimbursement must be received by the GHSP within 30 days following the close of the approved contract period. Project funds not claimed by this date are subject to reversion.
- (e) **Expending Funds Under This Contract.** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.
10. **Project Costs.** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Department shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and prosecute to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.
11. **Program Income.** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with 2 CFR 200.307. Program income earned during the contract period shall be retained by the Agency and deducted from the federal funds committed to the project by the GHSP unless approved in advance by the Federal awarding agency as an addition to the project. Program income must be accounted for separately and the records made available for audit purposes.
12. **Project Directors.** The Project Director, as specified on the signature page of this Agreement, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of GHSP.
13. **Reports Required.**
- (a) **Quarterly Progress Reports.** Unless otherwise directed, the Agency must submit Quarterly Progress Reports to the GHSP, on forms provided by the Department, which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status by quarter and shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter. If the Agency fails to submit a Quarterly Progress Report or submits an incomplete Quarterly Progress Report, the Agency will be subject to having claims for reimbursement withheld. Once a Quarterly Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed or denied at the discretion of GHSP.
- (b) **Final Accomplishments Report.** A Final Accomplishments Report must be submitted to the GHSP within fifteen (15) days of completion of the project, on forms provided by the Department, unless otherwise directed. If the Agency fails to submit a Final Accomplishments Report or submits an

incomplete Final Accomplishments Report, the Agency will be subject to having claims for reimbursement withheld. Once a Final Accomplishments Report that substantiates adequate progress is received, claims for reimbursement may be processed or denied at the discretion of GHSP.

- (c) **Audit Reports.** Audit reports required in Section A-6 above shall be provided to the Department within thirty (30) days of completion of the audit.

**14. Out-of-State Travel.**

- (a) **General.** All out-of-state travel funded under this contract must have prior written approval by the Governor's Highway Safety Program.
- (b) **Requests.** Requests for approval must be submitted to the GHSP, on forms provided by the Department, no less than thirty (30) days prior to the intended departure date of travel.
- (c) **Agency Travel Policy Required.** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the North Carolina General Assembly.
- (d) **Agenda Required.** Out-of-state travel requests must include a copy of the agenda for the travel requested.

**15. Conditions for Law Enforcement.** In addition to the other conditions provided for in this Agreement, grants to law enforcement agencies are subject to the following:

(a) **Certifications Required.**

- (i) **In-car Camera or Video System.** For any in-car camera or video system purchased under this contract, it is required that the operator of that equipment has successfully completed Standardized Field Sobriety Testing training (SFST). A copy of this certificate must be filed with GHSP prior to reimbursement of in-car camera or video systems.
- (ii) **Radar.** For any radar equipment purchased under this contract, it is required that the operator of that equipment has successfully completed Radar Certification Training. A copy of this certificate must be filed with GHSP prior to reimbursement of radar equipment.
- (iii) **Alcohol Screening Devices.** For any preliminary alcohol screening devices purchased under this contract, it is required that the operator of that equipment has successfully completed the Alcohol Screening Test Device training offered by the Forensic Test for Alcohol Branch.

- (b) **Report Required - Monthly Enforcement Data Report.** In addition to the reports mentioned above, law enforcement agencies engaging in enforcement activities must submit a Monthly Enforcement Data Report on the form provided by the Department no later than fifteen (15) days after the end of each month. If the Agency fails to submit a Monthly Enforcement Data Report or submits an incomplete Monthly Enforcement Data Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Monthly Enforcement Data Report that substantiates adequate progress is received, cost reimbursement requests will be processed. The agency head must sign the form. However, the agency head may assign a designee to sign the form by providing written signature authority to the GHSP.

**16. Conditions for Local Governmental Agencies.**

- (a) **Resolution Required.** If the Agency is a local governmental entity, a resolution from the governing body of the Agency is required on a form provided by the Department.
- (b) **Resolution Content.** The resolution must contain a commitment from the governing body to provide the local funds as indicated in this contract. Additionally, the resolution is required even if the funding is one hundred percent from federal sources, as it serves as recognition by the governing body of federal funding for purposes of Section A-6 above.

**17. Seat Belt Policy and Use.** Agency must adopt and enforce a seat belt use policy required for all seating positions unless exempted by state law.

**18. Text Messaging Policy.** Agency must adopt and enforce a policy banning text messaging while driving unless exempted by state law.

**19. Prohibited Interests.** No member, officer, or employee of the Agency during his or her tenure, and for at least one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof or therefrom.

**20. Continued Federal and State Funding.**

- (a) **Federal Funding.** The Agency agrees and understands that continuation of this project with Federal funds is contingent upon Federal funds being appropriated by the United States Congress specifically for that purpose. The Agency further agrees and understands that in the event funds originally

- appropriated by Congress for these grants are subsequently reduced by further acts of Congress, funding to the Agency may be proportionately reduced.
- (b) **State Funding.** The Agency agrees and understands that continuation of this project with funds from the State of North Carolina is contingent upon State funds being appropriated by the General Assembly specifically for that purpose. The Agency also agrees that any state funds received under this contract are subject to the same terms and conditions stated in this Agreement.
- 21. Performance.** All grants provided by the Governor's Highway Safety Program are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency, whose performance is deemed unsatisfactory by the GHSP, shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Department to reduce or deny future funding.
- 22. Resolution of Disputes.** Any dispute concerning a question of fact in connection with the work not disposed of by contract by and between the Agency and the Department, or otherwise arising between the parties to this contract, shall be referred to the Secretary of the North Carolina Department of Transportation and the authorized official of the Agency for a negotiated settlement. In any dispute concerning a question of fact in connection with the project where such negotiated settlement cannot be resolved in a timely fashion, the final decision regarding such dispute shall be made by the Secretary of the North Carolina Department of Transportation, with the concurrence of the Federal funding agency, and shall be final and conclusive for all parties.
- 23. Department Held Harmless.**
- (a) **For State Agencies.** Subject to the limitations of the North Carolina Tort Claims Act, the Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
- (b) **For Agencies Other Than State Agencies.** The Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
- 24. Records Access and Retention.** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the State, NHTSA, or FHWA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for five (5) years from the date of final payment from the Department or until all audit exceptions have been resolved, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, the Agency shall so certify to the Department, State, NHTSA, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information. Pursuant to N.C.G.S. §147-64.7, the Department, the State Auditor, appropriate federal officials, and their respective authorized employees or agents are authorized to examine all books, records, and accounts of the Agency insofar as they relate to transactions with any department, board, officer, commission, institution, or other agency of the State of North Carolina pursuant to the performance of this Agreement or to costs charged to this Agreement.
- 25. Sanctions for Non-Compliance.** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurances in this contract, the Department may take any or all of the following actions:
- (a) Cancel, terminate, or suspend this contract in whole or in part;
- (b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- (c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- (d) Refer the case to the United States Department of Justice for appropriate legal proceedings.
- 26. Cancellation, Termination, or Suspension of Contract.**
- (a) **By the Department.** For noncompliance with any of the said rules, regulations, orders or conditions, due to management deficiencies or criminal activity this contract may be immediately canceled, terminated, or suspended in whole or in part by the Department. For noncompliance not indicative of management deficiencies or criminal activity the Department shall give sixty (60) days written notice

to take corrective action. If the Agency has not taken the appropriate corrective action after sixty (60) days the Department may cancel, terminate, or suspend this contract in whole or in part.

- (b) **By mutual consent.** The Agency or the Department may terminate this contract by providing sixty (60) days advanced written notice to the other party.
- (c) **Unexpended funds.** Any unexpended funds remaining after cancelation or termination will revert to the Department.

**27. Completion Date.** Unless otherwise authorized in writing by the Department, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Project Contract by September 30 of the Federal fiscal year for which it was approved.

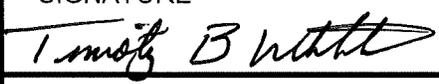
**28. E-Verify requirements.** If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

**29. Certification of Eligibility Under the Iran Divestment Act.** Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-55 et seq. requires that each Agency, prior to contracting with the State certify, and the undersigned Agency Authorizing Official on behalf of the Agency does hereby certify, to the following:

- (a) that the Agency is not now and was not at the time of the execution of the Contract dated below identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
- (b) that the Agency shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
- (c) that the undersigned Agency Authorizing Official is authorized by the Agency to make this Certification.

**30. Agency Fiscal Year.** The end date for the Agency's fiscal year is June 30th.

**31. Signature.** By signing below, the Agency agrees to adhere to the terms and conditions of this Agreement.

AGENCY PROJECT DIRECTOR		
NAME	TITLE	ADDRESS
Timothy B. Whitcomb	Captain	106 E. Margaret Ln Hillsborough NC 27278
SIGNATURE	DATE	TELEPHONE NUMBER
	10-25-2023	919-245-2900
AGENCY AUTHORIZING OFFICIAL		
NAME	TITLE	ADDRESS
CHARLES Blauwood	SHERIFF	106 E. Margaret Ln Hillsborough NC 27278
SIGNATURE	DATE	TELEPHONE NUMBER
	10/30/2023	919-245-2900
AGENCY OFFICIAL AUTHORIZED TO RECEIVE FUNDS		
NAME	TITLE	ADDRESS
Jessica Farthing	Executive Assistant	106 E. Margaret Ln Hillsborough NC 27278
SIGNATURE	DATE	TELEPHONE NUMBER
	10/30/23	919-245-2900

North Carolina Governor’s Highway Safety Program  
**LOCAL GOVERNMENTAL RESOLUTION**

WHEREAS, the Orange County Sheriff's Office (herein called the "Agency")  
(The Applicant Agency)  
has completed an application contract for traffic safety funding; and that Orange County Board of Commissioners  
(The Governing Body of the Agency)  
\_\_\_\_\_ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Orange County Board of Commissioners IN OPEN  
(Governing Body)  
MEETING ASSEMBLED IN THE CITY OF Chapel Hill, NORTH CAROLINA,  
THIS 12 DAY OF December, 2023, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Sheriff Charles Blackwood is authorized to file, on behalf of the Governing  
(Name and Title of Representative)  
Body, an application contract in the form prescribed by the Governor’s Highway Safety Program for federal funding in the amount of \$ 30,000 to be made to the Governing Body to assist in defraying  
(Federal Dollar Request)  
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ 0 as  
(Local Cash Appropriation)  
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by \_\_\_\_\_  
(Chairperson/Mayor)

ATTESTED BY \_\_\_\_\_  
(Clerk)

**SEAL**

DATE \_\_\_\_\_

## Year-To-Date Budget Summary

*Fiscal Year 2023-24*

Fund Budget Summary	General Fund
Original Budget Revenue	\$271,114,238
Interfund Transfer Revenue	\$1,391,290
Fund Balance Appropriation	\$7,000,000
<b>Total Original Budget</b>	<b>\$279,505,528</b>
<b>Additional Revenue Received Through Budget Amendment #4-A (December 12, 2023)</b>	
Grant Funds	\$804,025
Non Grant Funds	\$91,241
Additional Interfund Transfer Revenue	\$44,338
Additional Fund Balance Appropriation	\$33,256
<b>Total Amended Budget</b>	<b>\$280,478,388</b>
Dollar Change in 2023-24 Approved Budget	\$972,860
% Change in 2023-24 Approved Budget	0.36%

### Authorized Full Time Equivalent Positions

Original Approved Full Time Equivalent Positions (includes Permanent and Time Limited)	1,001.800
Changes to Full Time Equivalent Positions	
Amended Approved General Fund Full Time Equivalent Positions	1,001.800
<b>Total Approved Full-Time-Equivalent Positions for Fiscal Year 2023-24</b>	<b>1,001.800</b>

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-f**

**SUBJECT:** Approval of Participation in Conservation Easement – Terry Road Farm, LLC

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**DEPARTMENT:** Environment, Agriculture, Parks  
and Recreation (DEAPR)

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**ATTACHMENT(S):**

1. Location Map
2. Site Map

**INFORMATION CONTACT:**

David Stancil, 245-2510  
Christian Hirni, 245-2514

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**PURPOSE:** To consider participation in and the co-holding of a conservation easement in conjunction with Triangle Land Conservancy for the Terry Road Farm property.

**BACKGROUND:** Triangle Land Conservancy (TLC) staff contacted DEAPR staff earlier this year with interest in the joint holding of a farmland conservation easement between TLC and the County for a 50-acre tract in the Little River watershed and Little River Township. This project was being pursued in the spirit of TLC's new Good Grounds Initiative, a program to address historic racial inequities in farmland ownership.

After the sale and closing on the easement, the landowner will sell the property to the farmer (a person of color) who is currently leasing the farm at a discounted price based on the sale of the easement value.

The property has just over 1,500 feet of stream frontage on the South Fork of the Little River, part of the water supply for the City of Durham and ultimately, via Falls Lake, the City of Raleigh. The property also directly abuts the 170-acre Reimer Nature Preserve owned and managed by TLC. Access to the property would be through the adjoining TLC owned lands.

The tract is almost evenly split between active agriculture and a forested buffer along the creek (50% forest, 50% agricultural fields). The open areas (23 acres) are currently utilized for a typical Piedmont farm rotation of corn and soybeans. The remaining forested areas provide a valuable buffer to the adjacent Reimer Nature Preserve and a hardwood buffer to the South Fork of the Little River. Portions of the open areas within 100 feet of the river will be converted into perennial ground cover and eventually forested to further protect the water quality and reduce erosion and sedimentation.

This property ranks in the medium-high to high protection category via the County's farmland conservation ranking criteria. These factors, in addition to the forested buffer to a major water

supply watershed river and adjacency to existing protected lands, provides significant conservation values for the site. An added social value would be achieved by the ownership change which would enable a new farmer/landowner from historically underserved communities. The requested 25% County contribution (\$60,000) of the estimated \$247,300 budget will help expand the conserved working lands in the Little River watershed.

**FINANCIAL IMPACT:** The total costs of the conservation easement is \$247,300, including closing and transactional costs. The requested County contribution is for \$60,000, or 25% of the total.

The purchase price for the conservation easement is \$225,000, which was determined by an appraisal. Additional costs, including closing and transactional costs, bring the estimated total at closing to \$247,300.

Triangle Land Conservancy has identified the following funding sources:

City of Durham	\$ 171,200 (69%)
Orange County (Lands Legacy)	\$ 60,000 (24%)
City of Raleigh	\$ 10,000 (4%)
TLC	<u>\$ 6,100 (3%)</u>
	\$247,300 (acquisition + transaction)

Funds for the easement purchase would come from City of Durham (\$168,000 purchase price plus \$3,000 for legal and closing costs), Orange County (\$57,000 purchase price plus \$3,000 for legal and closing costs), City of Raleigh (\$10,000 for stewardship endowment), and Triangle Land Conservancy (\$6,100 for closing costs).

The County's share of funds (\$60,000) would come from existing funds budgeted and approved for the Lands Legacy Program (Land Legacy Fund). Funds would not be transferred until the easement transaction has occurred. The completed conservation easement will come back for Board approval in the spring of 2024, with a closing and recordation of the document expected to occur shortly thereafter.

The Terry Road Farm property is enrolled in the Present Use Value taxation program, so the conservation easement would not lessen the amount of property taxes paid to the County.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal impacts are applicable to this item:

- **GOAL: ESTABLISH SUSTAINABLE AND EQUITABLE LAND-USE AND ENVIRONMENTAL POLICIES**

The fair treatment and meaningful involvement of people of all races, cultures, incomes and educational levels with respect to the development and enforcement of environmental laws, regulations, policies, and decisions. Fair treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.

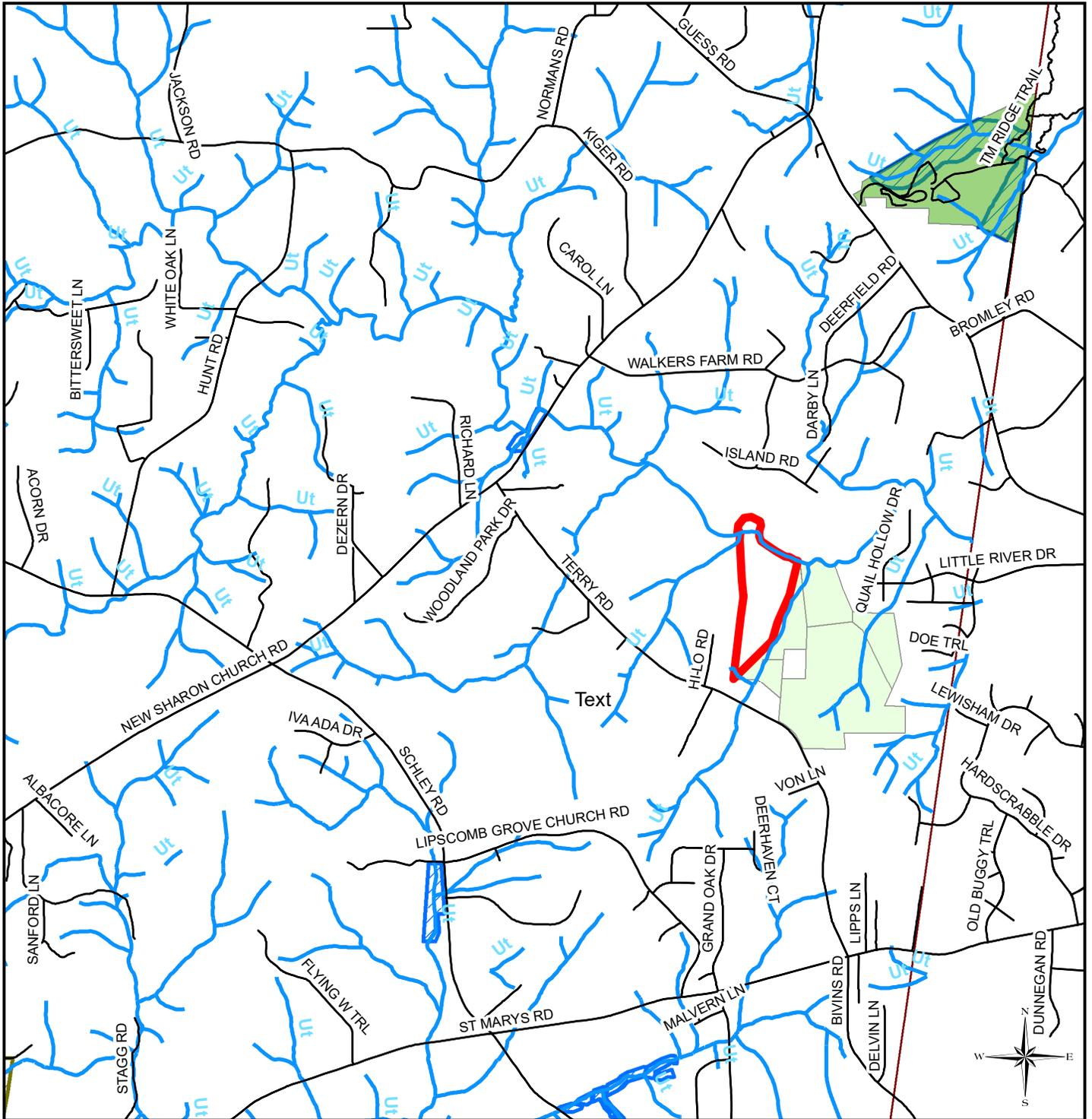
**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Responsibility Goal impact is applicable to this item:

- **RESULTANT IMPACT ON NATURAL RESOURCES AND AIR QUALITY** (Assess and where possible mitigate adverse impacts created to the natural resources of the site and adjoining area. Minimize production of greenhouse gases.)

The easement will provide a permanent protected natural and agricultural buffer from related developed land to the east and south. The easement will also protect a vital watershed which leads to a primary drinking water source for the City of Durham and City of Raleigh.

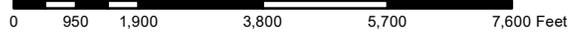
**RECOMMENDATION(S):** The Manager recommends that the Board approve the funding of the Orange County portion (\$60,000) of the easement costs, and authorize staff to work with TLC to draft the conservation easement agreement, subject to final review by staff and County Attorney, to return to the Board for approval and acceptance of the easement in early 2024.

# Terry Road Farm LLC- Context Map



**Tract Information:**

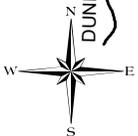
**Landowner: Terry Road Farm**  
**Lat: 36' 08.42"**  
**Long: 78' 58.92"**  
**Date: 11/21/2023**  
**Image: 2021 Aerial Photo**  
**Created By: Christian Hirni**  
**Acres: 50**



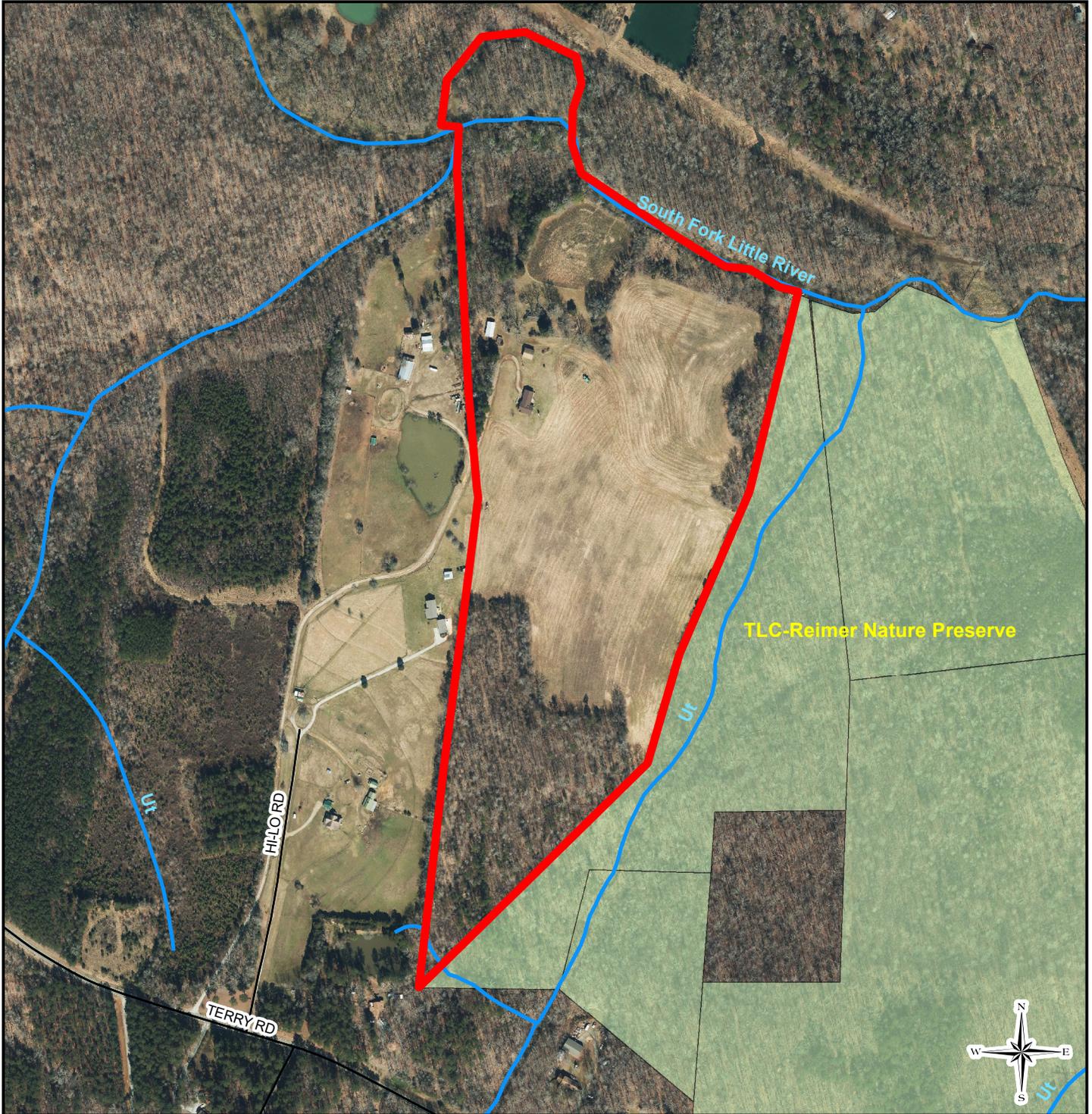
Department of Environment,  
 Agriculture, Parks & Recreation

**Legend**

- Roads
- Streams
- Tract Boundary
- County Open Space
- Open Space- Other
- County Held Easement
- Conservation Easements- Other

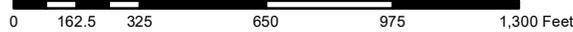


# Terry Road Farm LLC- Aerial Map



**Tract Information:**

Landowner: Terry Road Farm  
 Lat: 36' 08.42"  
 Long: 78' 58.92"  
 Date: 11/21/2023  
 Image: 2021 Aerial Photo  
 Created By: Christian Hirni  
 Acres: 50



Department of Environment,  
 Agriculture, Parks & Recreation

**Legend**

	Roads
	Tract Boundary
	Streams
	Open Space- Other

**ORANGE COUNTY  
BOARD OF COMMISSIONERS  
ACTION AGENDA ITEM ABSTRACT  
Meeting Date: December 12, 2023**

**Action Agenda  
Item No. 8-g**

**SUBJECT:** Amendments to the Orange County Staff Working Group (SWG) By-Laws and Operating Procedures

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**DEPARTMENT:** Orange County Transportation Services

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**ATTACHMENT(S):**

1. SWG By-Laws (Mark-up Version)
2. SWG By-Laws (Final)

**INFORMATION CONTACT:**

Darlene Weaver, Transportation Planning  
Manager, 919-245-2002

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**PURPOSE:** To approve amendments to the Orange County Staff Working Group (SWG) By-Laws.

**BACKGROUND:** Following initial discussion in October 2023, the SWG recommended amendments to the Group By-Laws at its November 15, 2023 meeting. The proposed updates address voting procedures, duties of officers, regular meetings and attendance. Details of these changes are annotated below.

1. Article IV – Members - Section 1: Number and Qualifications:
  - The Town of Chapel Hill specified one from the Town and one from Chapel Hill Transit.
  - Triangle J Council changed its name to Central Pines Regional Council.
2. Article V – Officers - Section 1: Duties of Officers
  - Removed: “For meetings held jointly between the Orange and Durham Staff Working Groups, the responsibility for calling and presiding over the meetings shall alternate between the two groups each year.”
3. Article VI – Section 2: Regular Meetings
  - Replaced “At the first regular meeting of each fiscal year (July 1 – June 30)” with “Meetings will be held on a regular schedule approved by the Orange SWG”.
  - Removed “Meetings may be held jointly with the County Staff Working Group.”
  - Replaced three business days to seven
4. Section VI – Section 5: Attendance
  - Replaced: “Attendance for special meetings maybe held virtual” with “Voting members shall be expected to attend regular meetings, as described in Section 2 of these Bylaws, in person. Special meetings may be held conducted and attended virtually.”
  - Removed: “and voting through virtual access or phone call is allowable.”
5. Section VI – Section 7: Voting Procedures
  - Removed: “During joint meetings of the Orange and Durham Staff Working Groups, votes shall be held separately by each county SWG.” “Voting members or their alternates are

expected to attend in-person meetings” and “who are participating virtually or by phone are permitted to vote.”

**FINANCIAL IMPACT:** There is no immediate financial impact associated with this item.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**  
The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.
- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**  
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Responsibility Goal impacts are applicable to this item:

- **ENERGY EFFICIENCY AND WASTE REDUCTION**  
Initiate policies and programs that: 1) conserve energy; 2) reduce resource consumption; 3) increase the use of recycled and renewable resources; and 4) minimize waste stream.
- **CLEAN OR AVOIDED TRANSPORTATION**  
Implement programs that monitor and improve local and regional air quality by: 1) promoting public transportation options; 2) decreasing dependence on single-occupancy vehicles, and 3) otherwise minimizing the need for travel.

**RECOMMENDATIONS:** The Manager recommends the Board approve the amendments to the Orange County SWG By-Laws.

**BYLAWS AND OPERATING PROCEDURES**  
**ORANGE STAFF WORKING GROUP**

**ARTICLE I – NAME**

The name of this organization shall be the Orange Staff Working Group, hereinafter referred to as the “Orange SWG.

**ARTICLE II – PURPOSE**

Article III of the Transit Governance Interlocal Agreement (Governance ILA) for the implementation of the Orange County Transit Multi-Year Vision Plan established the Orange SWG for the following purposes:

- To coordinate the ongoing planning and implementation aspects of the Orange County Transit Multi-Year Vision Plan as defined in the “Transit Governance Interlocal Agreement Between Research Triangle Public Transportation Authority, Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, and Orange County,” hereinafter referred to as the “ILA,” fully executed by the three parties March 8, 2023.
- To serve in a structured advisory role to the Orange County Board of Commissioners, the Research Triangle Public Transportation Authority (GoTriangle) Board of Trustees, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Board in their decision-making responsibilities outlined in the ILA related to the implementation and ongoing maintenance of and updates to the Orange County Transit Multi-Year Vision Plan (Multi-Year Vision Plan).
- To review the Multi-Year Vision Plan at least every four years and recommend changes to the managers and governing boards of Orange County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).
- To prepare and make recommendations to the Orange County Board of Commissioners and GoTriangle’s Board of Trustees for the Annual Transit Work Program.
- To prepare and communicate mid-year and annual progress reports on the implementation of the Orange County Transit Multi-Year Vision Plan.
- To evaluate whether a material change, as further defined in supporting Financial Policies & Procedures, to the Plan is necessitated, and if so, to recommend a course of action to the managers of Orange County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).

### **ARTICLE III - RESPONSIBILITIES**

As specified in the ILA, the responsibilities of the SWG shall include:

- Identification of one or more party(ies) to the ILA to serve as the lead agency(ies) for each of its responsibilities enumerated in Section 3.03 of the ILA.
- Developing or delegating to one or more agencies the development of the detailed elements of a multi-year service implementation plan, as defined in the ILA.
- Developing or delegating to one or more agencies the development of templates containing minimum standards for project status and financial reports for the Orange County Transit Major Funds.
- Receiving, reviewing, and providing feedback on Q1, Enhanced Q2 Report, Q3, and annual financial plan and project status reports relating to the Orange County Transit Work Program.
- Designating or delegating to one or more agencies the designation of agencies responsible for each respective implementation element, as defined in the ILA.
- Developing or delegating to one or more agencies the development of a strategy or incorporating or accounting for public outreach, involvement, and communication of the Orange County Transit Work Program.
- Developing or delegating to one or more agencies the development of an articulated strategy for each implementation element, as defined in the ILA, or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing Significant Concerns, as defined in the ILA.
- Develop an ongoing schedule for the completion of work products for which it is responsible for producing.

### **ARTICLE IV – MEMBERS**

#### **Section 1 – Number and Qualifications:**

As specified in the Governance ILA on March 8, 2023, a technical committee called the Staff Working Group (SWG) is to be formed to facilitate the implementation of the Orange County Transit Multi-Year Vision Plan. It is within the authority of the SWG's initial membership to expand the committee's permanent voting and non-voting membership to include additional members deemed necessary to fully execute the responsibilities of the SWG outlined in the ILA. Expansion of permanent voting membership shall be considered an amendment subject to the provisions of Article VI of these Bylaws. Each member agency's representative(s) shall be appointed by action of the designated authority of each member. The Orange SWG shall include as voting members:

Primary ILA Signatories:

- |                                    |                     |
|------------------------------------|---------------------|
| A. Orange County                   | (2 representatives) |
| B. Durham-Chapel Hill-Carrboro MPO | (2 representatives) |
| C. GoTriangle                      | (2 representatives) |

Additional Parties to SWG:

- |                               |                           |
|-------------------------------|---------------------------|
| <u>D. Town of Chapel Hill</u> | <u>(1 representative)</u> |
| <u>E. Chapel Hill Transit</u> | <u>(1 representative)</u> |
| F. Town of Carrboro           | (1 representative)        |
| G. Town of Hillsborough       | (1 representative)        |
| H. City of Mebane             | (1 representative)        |

Representatives and alternates shall be designated by the chief executive officer, or her/his designee, of each member agency. Designations shall be made in writing and submitted to the staff person appointed to provide administrative support to the Orange SWG (hereinafter, “SWG Administrator”). The SWG Administrator may not be appointed to the SWG as a representative of the member agency for which they work.

In addition to voting members, the following agencies shall have one (1) non-voting representative participate in meetings:

- a. ~~Triangle J Council of Government~~ Central Pines Regional Council
- b. University of North Carolina, Chapel Hill

Non-voting members of the SWG shall be authorized to attend regular and special meetings of the SWG and may participate in discussions and deliberations on items coming before the SWG for its consideration. An expansion of non-voting membership shall be considered an amendment to these Bylaws subject to Article VI and may be executed by a simple majority vote of SWG members. The SWG Administrator shall always maintain an updated list of all designated representatives from both voting and non-voting members.

**Section 2 – Terms of Representation:**

There shall be no limitation on the length of time a voting member may serve on the SWG subject to the authorization to do so by the respective agency’s designated authority.

**Section 3 – Alternates:**

Each member agency’s designated authority may appoint an alternate to its primary representative(s) provided each alternate also meets the same qualifications of membership. The alternate member may serve as a full voting member during any meeting at which that agency’s representative (s) is/are not in attendance. Alternates must also be appointed by action of the designated authority of each member in the same manner as regular voting members. Proxy and absentee voting are not permitted. The agency responsible for administering the SWG shall always

maintain an updated list of all designated alternate representatives from both voting and non-voting members.

## **ARTICLE V – OFFICERS**

### **Section 1 – Officers Defined:**

The Orange SWG shall, upon the majority vote of its present and eligible voting members, appoint one voting member to act as Chair and one voting member to act as Vice-Chair. Chair and Vice Chair cannot be from the same jurisdiction for any consecutive term.

### **Section 2 – Elections:**

The Chair and Vice Chair shall be elected annually at the last regularly scheduled meeting of the fiscal year. The newly elected Chair and Vice-Chair shall take office immediately upon being elected.

### **Section 3 – Terms of Office:**

The term of office shall be one year. The Chair is limited to two consecutive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal from the SWG by his/her chief executive officer.

### **Section 4 – Duties of Officers:**

The Chair shall call and preside over meetings and appoint subcommittees. ~~For meetings held jointly between the Orange and Durham Staff Working Groups, the responsibility for calling and presiding over the meetings shall alternate between the two groups each year.~~ The Chair shall coordinate with the SWG Administrator in the development of meeting logistics, meeting agendas, and summary meeting notes of the SWG's proceedings. The SWG Administrator shall maintain a current copy of these Operating Procedures as an addendum to the Interlocal Implementation Agreement, to be distributed to the public upon request.

In the absence of the Chair, the Vice-Chair shall preside and complete all other duties of the Chair.

## **ARTICLE VI – MEETINGS**

### **Section 1 – Clerk of the Committee:**

The SWG Administrator shall serve as the clerk of the SWG and an impartial member of the SWG. They shall provide or otherwise delegate routine administrative services for the SWG, as needed, and will be responsible for taking summary minutes of the SWG's proceedings and documenting all associated actions at each meeting. The SWG Administrator shall maintain a current copy of these Bylaws, to be distributed to the Orange County Board of Commissioners,

DCHC MPO Board, and the GoTriangle Board of Trustees as required by the ILA and to the public, upon request. When a vote is called by any voting member of the SWG, the SWG Administrator shall facilitate that vote as the impartial person administering the group. This allows the Chair and/or Vice Chair to cast votes in their appropriate role.

## **Section 2 – Regular Meetings:**

~~Meetings will be held on a regular schedule approved by the Orange SWG; At the first regular meeting of each fiscal year (July 1—June 30),~~ Meetings will be held on a regular schedule approved by the Orange SWG, in addition to electing a Chair and Vice Chair, the SWG shall adopt a regular meeting schedule. ~~Meetings may be held jointly with the County Staff Working Group.~~ Meeting notices and agendas are to be distributed in sufficient ~~Durham~~ time for them to have been received by each Orange SWG member no later than ~~seven~~ ~~three~~ business days prior to the meeting. Regular meetings may be canceled by the Chair should there be insufficient business on the Orange SWG's tentative agenda. SWG meetings shall adhere to North Carolina Public Meetings Laws (as referenced in N.C.G.S. 143-318.9:18).

## **Section 3 – Special Meetings:**

Special meetings may be called by the Chair or at the request of the majority of the eligible voting members. At least seven (7) days' notice shall be given.

## **Section 4 – Quorums:**

A quorum shall be when 7 of 11 SWG voting members appointed by the Parties to these Bylaws are present for a SWG meeting.

## **Section 5 – Attendance:**

Each ~~voting~~ voting member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is provided. ~~Attendance for special meetings may be held virtual.~~ Voting members shall be expected to attend regular meetings, as described in Section 2 of these Bylaws, in person. Special meetings may be held conducted and attended virtually. ~~.and voting through virtual access or phone call is allowable.~~ A voting member may have an alternate to serve in her/his absence provided that: (1) the SWG Administrator is notified via email prior to the meeting who the voting member is, and (2) the alternate has been previously approved by the chief executive officer of the agency represented. This notification shall authorize the alternate to act as a present and eligible voting member in the member's absence. Meetings are open to the general public.

## **Section 6 – Agenda:**

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate

as a carryover from previous Orange SWG meetings or are placed on the agenda prior to its distribution by any voting or non-voting member of the Orange SWG. Additional items may be placed on the regular agenda following a discussion of the last item on the regular agenda if a majority concurrence of present and eligible voting members is received. Items may be placed on the agenda by citizens with the majority concurrence of the eligible voting members.

**Section 7 – Voting Procedures:**

The Orange SWG will strive to reach a consensus on recommendations. However, the Chair or any member may call for a vote on any issue, provided the motion to vote is seconded and the issue is within the purposes set forth in Article II and on the agenda as outlined in Section 6 of this article. ~~During joint meetings of the Orange and Durham Staff Working Groups, votes shall be held separately by each county SWG.~~ Each voting member of the Orange SWG shall have one vote. ~~Voting members or their alternates are expected to attend in-person meetings.~~ Voting members or their approved alternates shall be present, in person, at regular meetings to participate in voting procedures, including calling for a vote, seconding a vote, and voting on motions. Voting procedures may be conducted virtually for special meetings, as described in Sections 3 and 5 of these bylaws. ~~who are participating virtually or by phone are permitted to vote.~~ A majority vote of the members (or their approved alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Orange SWG. The Chair is permitted to vote; however, non-voting members and unauthorized alternates are not permitted to vote. In the absence of any direction from these Operating Procedures, Robert’s Rules of Order shall govern voting procedures.

**ARTICLE VI – AMENDMENTS TO OPERATING PROCEDURES**

Amendments to these Operating Procedures of the Orange SWG shall require the affirmative vote of all Orange SWG’s eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Transit Governance Interlocal Agreement governing this document. In the event of any conflict, the Transit Governance Interlocal Agreement shall carry precedence over these Operating Procedures.

Approved by the Orange Staff Working Group on \_\_\_\_\_

Approved by the Orange County Board of Commissioners on \_\_\_\_\_

Approved by the GoTriangle Board of Trustees on \_\_\_\_\_

Approved by the DCHC MPO Policy Board on \_\_\_\_\_

**BYLAWS AND OPERATING PROCEDURES**  
**ORANGE STAFF WORKING GROUP**

**ARTICLE I – NAME**

The name of this organization shall be the Orange Staff Working Group, hereinafter referred to as the “Orange SWG.

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- To serve in a structured advisory role to the Orange County Board of Commissioners, the Research Triangle Public Transportation Authority (GoTriangle) Board of Trustees, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Board in their decision-making responsibilities outlined in the ILA related to the implementation and ongoing maintenance of and updates to the Orange County Transit Multi-Year Vision Plan (Multi-Year Vision Plan).
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- To prepare and make recommendations to the Orange County Board of Commissioners and GoTriangle’s Board of Trustees for the Annual Transit Work Program.
- To prepare and communicate mid-year and annual progress reports on the implementation of the Orange County Transit Multi-Year Vision Plan.
- To evaluate whether a material change, as further defined in supporting Financial Policies & Procedures, to the Plan is necessitated, and if so, to recommend a course of action to the managers of Orange County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).

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- Identification of one or more party(ies) to the ILA to serve as the lead agency(ies) for each of its responsibilities enumerated in Section 3.03 of the ILA.
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- Developing or delegating to one or more agencies the development of templates containing minimum standards for project status and financial reports for the Orange County Transit Major Funds.
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#### **Section 1 – Number and Qualifications:**

As specified in the Governance ILA on March 8, 2023, a technical committee called the Staff Working Group (SWG) is to be formed to facilitate the implementation of the Orange County Transit Multi-Year Vision Plan. It is within the authority of the SWG’s initial membership to expand the committee’s permanent voting and non-voting membership to include additional members deemed necessary to fully execute the responsibilities of the SWG outlined in the ILA. Expansion of permanent voting membership shall be considered an amendment subject to the provisions of Article VI of these Bylaws. Each member agency’s representative(s) shall be appointed by action of the designated authority of each member. The Orange SWG shall include as voting members:

Primary ILA Signatories:

- A. Orange County (2 representatives)
- B. Durham-Chapel Hill-Carrboro MPO (2 representatives)
- C. GoTriangle (2 representatives)

Additional Parties to SWG:

- D. Town of Chapel Hill (1 representative)
- E. Chapel Hill Transit (1 representative)
- F. Town of Carrboro (1 representative)
- G. Town of Hillsborough (1 representative)
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### **Section 1 – Clerk of the Committee:**

The SWG Administrator shall serve as the clerk of the SWG and an impartial member of the SWG. They shall provide or otherwise delegate routine administrative services for the SWG, as needed, and will be responsible for taking summary minutes of the SWG's proceedings and documenting all associated actions at each meeting. The SWG Administrator shall maintain a current copy of these Bylaws, to be distributed to the Orange County Board of Commissioners, DCHC MPO Board, and the GoTriangle Board of Trustees as required by the ILA and to the public, upon request. When a vote is called by any voting member of the SWG, the SWG Administrator shall facilitate that vote as the impartial person administering the group. This allows the Chair and/or Vice Chair to cast votes in their appropriate role.

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## **Section 3 – Special Meetings:**

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## **Section 6 – Agenda:**

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous Orange SWG meetings or are placed on the agenda prior to its distribution by any voting or non-voting member of the Orange SWG. Additional items may be placed on the regular agenda following a discussion of the last item on the regular agenda if a majority concurrence of present and eligible voting members is received. Items may be placed on the agenda by citizens with the majority concurrence of the eligible voting members.

## **Section 7 – Voting Procedures:**

The Orange SWG will strive to reach a consensus on recommendations. However, the Chair or any

member may call for a vote on any issue, provided the motion to vote is seconded and the issue is within the purposes set forth in Article II and on the agenda as outlined in Section 6 of this article. Each voting member of the Orange SWG shall have one vote. Voting members or their approved alternates shall be present, in person, at regular meetings to participate in voting procedures, including calling for a vote, seconding a vote, and voting on motions. Voting procedures may be conducted virtually for special meetings, as described in Sections 3 and 5 of these bylaws. A majority vote of the members (or their approved alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Orange SWG. The Chair is permitted to vote; however, non-voting members and unauthorized alternates are not permitted to vote. In the absence of any direction from these Operating Procedures, Robert's Rules of Order shall govern voting procedures.

#### **ARTICLE VI – AMENDMENTS TO OPERATING PROCEDURES**

Amendments to these Operating Procedures of the Orange SWG shall require the affirmative vote of all Orange SWG's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Transit Governance Interlocal Agreement governing this document. In the event of any conflict, the Transit Governance Interlocal Agreement shall carry precedence over these Operating Procedures.

Approved by the Orange Staff Working Group on November 15, 2023

Approved by the Orange County Board of Commissioners on \_\_\_\_\_

Approved by the GoTriangle Board of Trustees on \_\_\_\_\_

Approved by the DCHC MPO Policy Board on \_\_\_\_\_

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-h**

**SUBJECT:** Approval of the Orange County Transportation Services Public Involvement Plan

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**DEPARTMENT:** Orange County Transportation Services (OCTS)

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**ATTACHMENT(S):**  
Proposed OCTS PIP

**INFORMATION CONTACT:**  
Nishith Trivedi, Transportation Director,  
919-245-2007

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**PURPOSE:** To approve the Orange County Transportation Services (OCTS) Public Involvement Plan.

**BACKGROUND:** This Plan serves as the Orange County Transportation Services Department's community participation practices as media and messaging options are evolving, print newspaper subscriptions are declining, and access to the internet varies considerably across the County. This Public Involvement Plan (PIP) is a proactive means of engaging residents, business, youth, seniors, and anyone interested in shaping the County's multimodal transportation system and a means of ensuring clear, concise and engaging material for all transportation users.

OCTS staff revised the Plan based on all the comments received. To date comments were received from the:

- Orange County Staff Work Group
- Orange County Communication Relations Department
- Orange County Office of Equity and Inclusion

All comments have been addressed and additional improvements have been made. These improvements to the attached Plan include adding Goal, Implementation and Amendment sections based on best practices.

**Transportation Advisory Services**

Recommended Approval on November 15, 2023

**Orange Unified Transportation Board (OUTBoard)**

Recommended Approval on November 20, 2023

**FINANCIAL IMPACT:** There is no financial impact with this item. The final plan will determine potential projects and processes necessary to implement the plan.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**

The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender, or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential, or economic status.

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs, and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Goal impact is applicable to this item:

- **CLEAN OR AVOIDED TRANSPORTATION**

Implement programs that monitor and improve local and regional air quality by: 1) promoting public transportation options; 2) decreasing dependence on single-occupancy vehicles, and 3) otherwise minimizing the need for travel.

**RECOMMENDATION(S):** The Manager recommends the Board approve the attached Orange County Transportation Services Public Involvement Plan.



ORANGE COUNTY  
TRANSPORTATION  
SERVICES  
PUBLIC INVOLVEMENT  
PLAN

# PUBLIC INVOLVEMENT PLAN

## PUBLIC INVOLVEMENT PLAN

### List of Acronyms

<b>B/C Ratio</b>	Benefit-Cost Ratio
<b>BG MPO</b>	Burlington/Graham Metropolitan Planning Organization
<b>BTS</b>	Bureau of Transportation Statistics
<b>C/B Analysis</b>	Cost-Benefit Analysis
<b>CAMPO</b>	Capital Area Metropolitan Planning Organization
<b>CFR</b>	Code of Federal Regulations
<b>CIP</b>	Capital Improvement Program
<b>CMAQ</b>	Congestion Mitigation and Air Quality
<b>CMS</b>	Congestion Management System
<b>DCHC MPO</b>	Durham-Chapel Hill-Carrboro Metropolitan Planning Organization
<b>FFY</b>	Federal Fiscal Year (Oct 1 - Sep 30)
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>GIS</b>	Geographic Information System
<b>HTF</b>	Highway Trust Fund
<b>LPA</b>	Lead Planning Agency
<b>LRTP</b>	Long-Range Transportation Plan
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MSA</b>	Metropolitan Statistical Area
<b>MTIP</b>	Metropolitan Transportation Improvement Program
<b>NCBOT</b>	North Carolina Board of Transportation
<b>NCDOT</b>	North Carolina Department of Transportation
<b>NEPA</b>	National Environmental Policy Act
<b>OC</b>	Orange County
<b>OCTS</b>	Orange County Transportation Services
<b>OUTBoard</b>	Orange Unified Transportation Board
<b>RPO</b>	Rural Planning Organization
<b>SE DATA</b>	Socio-Economic (social, economic) Data
<b>SIP</b>	State Implementation Plan
<b>SPOT</b>	Strategic Prioritization of Transportation
<b>STIP</b>	State Transportation Improvement Program
<b>STBG DA</b>	Surface Transportation Block Grant Direct Attributable
<b>TARPO</b>	Triangle Area Rural Planning Organization
<b>TAZ</b>	Traffic Analysis Zone
<b>TCC</b>	Technical Coordinating Committee
<b>TIP</b>	Transportation Improvement Program
<b>TRM</b>	Triangle Regional Model
<b>USDOT</b>	United States Department of Transportation

## PUBLIC INVOLVEMENT PLAN

# Table of Contents

<b>Introduction</b>	<b>1</b>
Mission.....	1
Purpose.....	1
Goal.....	2
Objectives .....	3
<b>Community Involvement Process</b>	<b>4</b>
Identify Stakeholders.....	4
Contact List .....	5
Public Notice .....	5
Community Meeting and Outreach.....	6
Small Group Meetings .....	7
Community Surveying.....	7
Public Hearings .....	8
<b>Staff Working Group Administration</b>	<b>9</b>
<b>Tools and Techniques</b>	<b>10</b>
Visuals.....	10
Social Media.....	10
<b>Reaching communities of concern</b>	<b>11</b>
Environmental Justice .....	11
Methodology - Determining County Thresholds .....	14
Measurements and Evaluations .....	26
Quantitative .....	26
Qualitative .....	26
Standardize Reporting.....	27
Monitoring and Evaluation .....	27
<b>Implementation</b>	<b>29</b>
Activity Descriptions .....	30
Written Materials .....	30
In-Person Engagement .....	30
Virtual Engagement.....	30
Media and Ads .....	31
Diverse Engagement.....	31
Respond to Comments.....	31
<b>Amendment</b>	<b>33</b>
Minor Amendment:.....	33
Major Amendments: .....	33
<b>Appendix</b>	<b>34</b>
Definitions .....	34
Resources .....	34

## PUBLIC INVOLVEMENT PLAN

# INTRODUCTION

The Orange County Transportation Services Department (referred to as “the Department”) serves the community in a transparent manner and ensures the County residents are an integral part of the transportation decision making process, plans, programs and projects. To achieve this goal, staff must be aware of and sensitive to the County’s changing population and culture as well as the needs across neighboring areas when developing and implementing community participation, outreach, and engagement programs. Media and messaging options are evolving, print newspaper subscriptions are declining, and access to the internet varies considerably across the county. This Public Involvement Plan (referred to as “the Plan”) serves as a proactive means of engaging residents, business, youth, seniors, and anyone interested in shaping the county’s multimodal transportation system and a means of ensuring clear, concise and engaging material for all transportation users.

## Mission

The department is responsible for transportation duties in all areas of the County in collaboration with local towns which consists of Hillsborough, Chapel Hill, Carrboro, and Mebane. Department staff is committed to creating a culture of respect, diversity, equity, and inclusion for the communities we serve. We are committed to the fair treatment and meaningful involvement of all people in accordance with all laws, regulations, and policies. It is the policy of the department that no person shall, on the grounds of race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age, political affiliation, National Guard or veteran status, genetic information, or disability be excluded from participation in, be denied the benefits of transportation, or be subjected to discrimination.

We are dedicated to ensuring all Orange County residents have the access and opportunity to provide meaningful input, to participate in departmental services and to benefit from funding decisions made by the agency. Department staff believes that diverse perspectives can only make us better as we work to serve the people of Orange County.

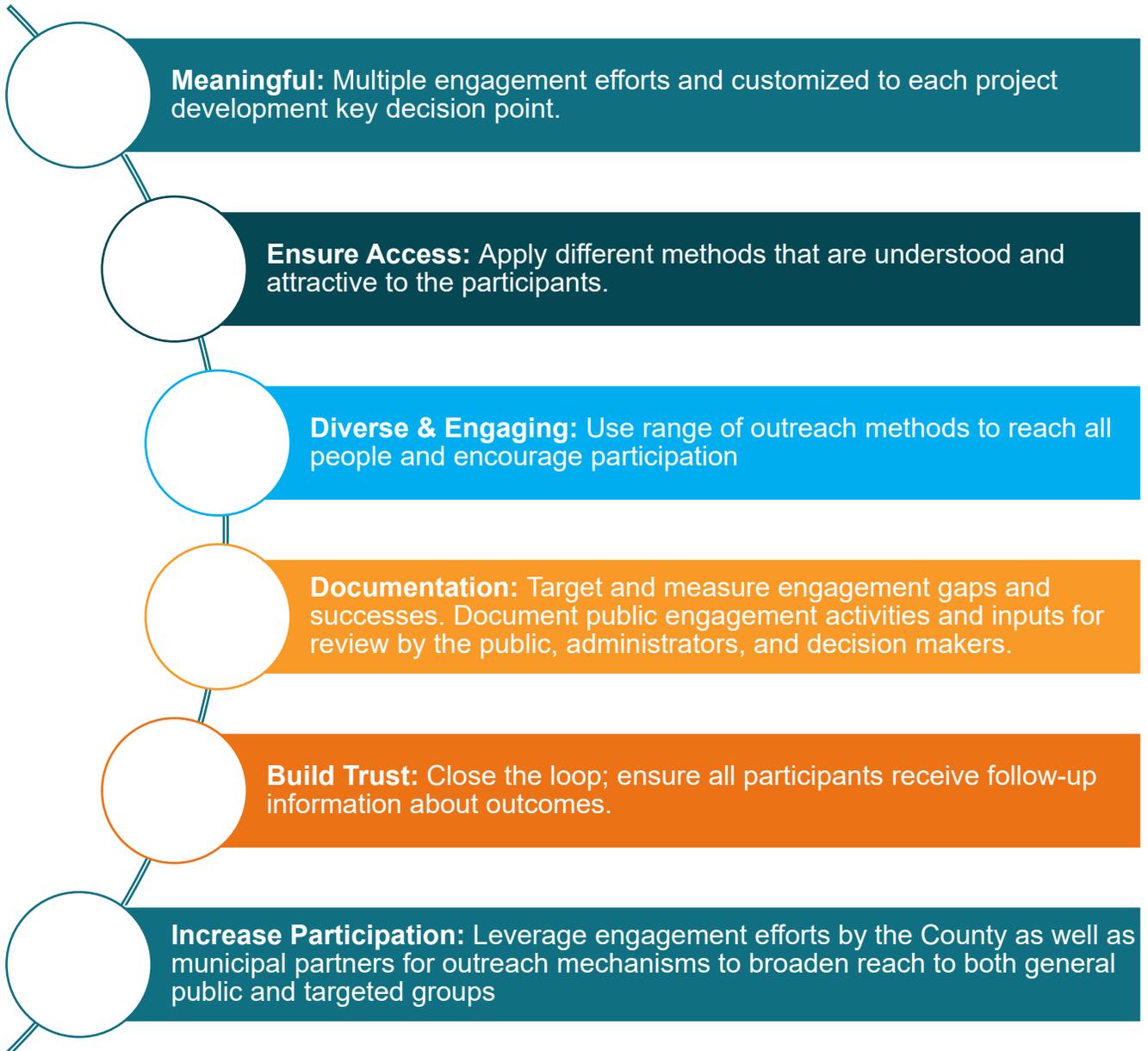
## Purpose

The purpose of this plan is to ensure consistency, transparency and collaboration across the county and with regional, state and federal partners in understanding and implementation of community participation, outreach, and engagement strategies for all stages of the transportation planning and decision-making processes. The department recognizes community engagement as an active and intentional dialogue between our diverse residents, professional staff, and elected officials. For communities to be meaningfully involved in decision-making processes and

## PUBLIC INVOLVEMENT PLAN

for the department to incorporate local community knowledge, proper tools must be used to engage with communities.

### Goal



## PUBLIC INVOLVEMENT PLAN

### Objectives

By applying the guidance and best practices presented in this plan, the department aims to:

- Create better opportunities and mechanisms to encourage community involvement.
- Promote respectful and meaningful dialogue between community members, organizations, stakeholders and the professional people responsible for the transportation network.
- Work together with the community on all transportation related issues and programs to find collaborative solutions.
- Build trust with the community to strengthen community ties and partnerships.
- Work with community organizations to identify shared goals and opportunities for collaboration.
- Provide consistent communication about all levels of transportation regulations, practices, and programs.
- Improve community engagement by bridging the language barrier.
- Tailor communication to specific age groups and encourage all ages to participate in the process.
- Identify underserved communities, as needed, and develop tailored communication plans that best serve their specific cultural and logistical needs.

## PUBLIC INVOLVEMENT PLAN

# COMMUNITY INVOLVEMENT PROCESS

The department manages all of Orange County's transportation plans, policies, and programs for all modes of travel. Each of these are unique and require specific public engagement processes. Some are formal such as federal and state grants that require public hearings in accordance with local and state laws. Others are informal yet go through rigorous community involvement processes from community meetings to County transportation advisory boards before being presented to the Board of County Commissioners for approval and implementation. The Plan shows the breakdown of all county transportation plans, policies and programs and the involvement processes each require, based on local, state, and federal regulations. The list can be found below.

List	Public Processes	Agencies
Corridor Study	Stakeholders, Website, Notice, Community Meetings, and Workshops or Charrettes	Consultant Core Technical Team (CTT) Advisory & Policy Boards
Transportation Plans (Comprehensive and Metropolitan)	Stakeholders, Website, Notice, Community Meetings, and Public Hearing	Rural and Metropolitan Planning Organizations (RPO/MPO)
Transit Plan	Stakeholders, Website, Notice, Community Meetings, and Workshops or Charrettes	Consultant Staff Working Group Advisory & Policy Boards
County Bike/Ped. Plan	Stakeholders, Website, Notice, Community Meetings, and Workshops or Charrettes	Consultant Core Technical Team (CTT) Advisory & Policy Boards

Each of these processes are described in detail below.

## Identify Stakeholders

The department maintains the following list of key organizations and updates it as others are identified. The list is used to broadcast all transportation plans and programs seeking community involvement including:

- County and city officials and staff, including advisory boards.
- Schools and Universities
- Regional, state and federal transportation partners, including and not limited to:
  - Burlington Graham Metropolitan Planning Organization
  - Durham-Chapel Hill-Carrboro Metropolitan Planning Organization
  - Central Pine Rural Planning Organization
  - North Carolina Department of Transportation
  - U.S. Department of Transportation

## PUBLIC INVOLVEMENT PLAN

- Cultural communities such as lesbian, gay, bisexual, transgender, queer, and/or questioning, Asian, Hispanic, Minorities, Youth, etc.
- Environmental Justice Communities of Concerns
- Tribal and other communities

Resources to help identify stakeholders that are not common to every project may include:

- Environmental groups and faith-based organizations
- PORCH and TABLE serving food insecure populations
- Minority associations
- Orange County and Chapel Hill-Carrboro chambers of commerce and local business groups
- Social service agencies for the disabled, elderly, children, unemployed, etc.
- Asian American, Latin American, and Native American groups like Occaneechi Band of the Saponi Nation
- Civic group like Rotary, Kiwanis, Schley Grange, Lions, Exchange and Civitan Clubs

### Contact List

Staff maintains an updated email list that includes many neighborhood organizations, interest groups, as well as elected and appointed officials. Through the mechanisms noted below, these contacts keep people informed about the department, fosters input on transportation projects and issues, and is a source of referrals to additional individuals and groups. Attempts will be made to identify stakeholders that reflect the diversity of the Orange County population.

### Public Notice

This technical term is also referred to as press release or community notice, serves as an effective means of communication and information exchange with the community and is essential for maintaining community understanding as well as successful implementation of transportation programs and projects. This tool will be issued for all major transportation plans and some may include legal advertisements in the local paper. All community notices will be posted on the department website ([Link](#)) and are issued in accordance with County Public Notice policy. Community notification will be conducted in accordance with Title VI and related county processes. It is important for the department to practice different methods of communication and outreach to ensure notices reach the wider community. Possible supplementary methods for providing notice include:

**Flyers:** Are the simplest means of getting the word out and are often posted at various locations across the county and shared with member jurisdictions. They are an effective means of starting a dialogue with a community. The County has a host of venues where flyers are posted and community meetings held, including and not limited to:

## PUBLIC INVOLVEMENT PLAN

- County and town facilities, including transit vehicles and bus stops
- Schools, universities and places of worship
- Cultural centers
- Locally owned businesses
- Restaurants

In many communities, information about events happening in the area are circulated via **social media** platforms, such as Facebook and X (formerly Twitter). Given the wide reach and broad use of these platforms, the Department publicizes events and notices on social media accounts like Facebook ([link](#)) and website ([link](#)). These notices are also shared on Orange County's website ([link](#)), flyers will be provided in multiple languages, the two primary languages will be English and Spanish. Other languages will be added as resources are identified and incorporated into the plan.

**Email lists** are an additional method for distributing notices. Public can contact any Orange County Transportation Service staff to be added to the email list. List of all department staff is located in the appendix. Interested parties may request to be added to the Department's email list.

**Radio** can be an effective method to share community notices or events. Radio ads or outreach may be considered where appropriate and as resources allow.

### Community Meeting and Outreach

The aim of community outreach is to provide well-planned, inclusive, meaningful community engagement opportunities as part of the transportation decision-making process. Outreach methods will include posting information on the department website, distributing flyers, placing print newspaper advertisements, utilizing social media and e-mail blasts, local television news or radio, and engaging in personal communications with interested parties.

Community meeting refers to any meeting that is open to the community, this includes: Orange Unified Transportation Board, Staff Working Group, Orange County Board of County Commissioners, Corridor Study Community meetings and workshops. They are also:

- Conducted at convenient times and location, accessible and along transit route.
- Available in a variety of predetermined formats to serve diverse audiences.
- Advertise through multiple means to inform the community of community meetings.

The department will provide assistance to persons with disabilities or Limited English Proficiency as outlined in the Title VI Plan ([link](#)).

- Meeting rescheduling or cancellations will be posted to the website at least seven days before the revised meeting will occur.

## PUBLIC INVOLVEMENT PLAN

### Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. The department typically uses two resources for conducting Small Group Meetings. The initial resource are the community centers owned and operated by Orange County. These Community Centers are:

Cedar Grove Community  
Center  
5800 NC NC 86  
Hillsborough, NC 27278

Efland-Cheeks Community  
Center  
117 Richmond Rd  
Mebane, NC 27302

Rogers Road Community  
Center  
101 Edgar St  
Chapel Hill, NC 27516

The second resource is based on the Environmental Justice analysis presented in this plan. Overlapping Communities of Concerns are targeted to identify specific communities that need – not simply want – to be included in the transportation planning process. Some are overburdened and underserved and the department will use all its available resources to organize and conduct the Small Group Meetings in the Communities of Concern. We will reach out to them rather than waiting for them to come to us. See below for guidelines on these meetings:

- After review of the public engagement event, if it is determined that a group of people were not afforded adequate opportunities to participate, the Community will be contacted to inquire about possible participation methods.
- Unless unusual circumstances or safety concerns exist, the meeting will be held at a location of the target group's choosing.
- Facilitation can be shared or relinquished to members of the community.
- Small group discussion formats may be integrated into larger group community meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

### Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general community on transportation needs, the quality or costs of our services, and feedback on our community outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in convenient locations like government facilities, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

## PUBLIC INVOLVEMENT PLAN

### Public Hearings

Public hearings are held by the Board of County Commissioners to formally collect community feedback and comments on a pending formal and final decision as required by state and/or federal rules governing regulatory programs. Feedback will be documented and included in the decision. All public hearings are governed by local, state, and federal regulations.

## PUBLIC INVOLVEMENT PLAN

# STAFF WORKING GROUP ADMINISTRATION

On July 1, 2023, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization transitioned the transit Staff Working Group administration duties to Orange and Durham counties. The staff work group oversees the implementation of the Orange County Transit Multi-Year Vision Plan ([link](#)). Each member jurisdiction in the Orange County staff work group approved and signed the Comprehensive Participation Agreement which states:

***WHEREAS**, the Parties, and the Implementation Partners intend to implement an inclusive and cooperative process to continuously develop and improve the Orange County Transit Multi-Year Vision Plan. They will further develop a public involvement plan to guide the Parties' and staff work group coordinated efforts for engagement aligned with federal, state and local policies and guidelines.*

Further clarification regarding the staff work group responsibilities for the annual Orange County Transit Annual Work Program (section 3.04) state:

*(f) An articulated strategy for incorporating or accounting for public outreach, involvement, and communication with all components in the annual work program.*

This section of the Plan is reviewed by the Orange Staff Work Group as a separate and independent process specifically focused on the County's Transit tax through the Annual Work Program and the Multi-Year Vision Plan. Each signatory of the Comprehensive Participation Agreement strives to coordinate their public involvement practices through this staff work group public involvement plan as approved.

## PUBLIC INVOLVEMENT PLAN

# TOOLS AND TECHNIQUES

The department's public involvement plan complies with all with legal requirements when looking for the right opportunities to improve community engagement and outreach efforts, especially in underserved communities. These steps include:

- Distributing out to in all media formats when such public engagement events is determined.
- Creating social media and email messages to raise awareness for such events.
- Communicating with interested parties, like community members, and non-profit organizations.
- Scheduling meetings at times and locations that are convenient, accessible, and inclusive.
- Posting flyers on all County facilities, including transit vehicles.
- Translate outreach material to Spanish and other languages

Community information materials are a key component of the community involvement process. These materials are developed to provide summary information on the projects for the community. Clear, non-technical descriptions without jargon are most effective. These materials may include:

- Brochures, Flyers, and Newsletters
- Fact sheets and online components
- E-alerts and E-newsletters
- Web page updates

## Visuals

The production of visual/graphic depictions are helpful in gaining community understanding of complex and/or innovative projects. These visuals include:

- PowerPoint presentations, display boards
- Table-top displays, and maps
- Animations, simulations, videos

## Social Media

Orange County Transportation Services has expanded its public outreach through social media. It uses Facebook, Twitter, and YouTube to get others involved in all manner of transportation planning and decision making. They are also used to keep the public informed of the status and progress of various projects, all done in coordination with the department website. The department follow strict social media policies and procedures to ensure everyone's safety while reaching out to broader population.

## PUBLIC INVOLVEMENT PLAN

# REACHING COMMUNITIES OF CONCERN

In Transportation – especially transit, a specific mode within the complete transportation network – overburdened and underserved communities are technically called Communities of Concern and identified through professional Environmental Justice analysis. This analysis uses socioeconomic data from the U.S. Census, at the smallest geographic designation as determined by the Census (e.g. block level), focusing on population groups such as:

- Minorities, Hispanics, and Elderly
- Low-income and Zero-Car Households
- Limited English Proficiency

Areas in Orange County designated as “Communities of Concern” are very important. Department staff are keenly aware of various techniques to ensure that language, culture, access, and economic barriers are addressed when project information is shared, and community input is needed. The following section provides details on Orange County’s Environmental Justice analysis.

## Environmental Justice

As required by Federal Transit Administration Section C 4703.1, Environmental Justice analyses will be conducted to determine if transportation programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. For Orange County, this applies to all transportation projects, such as when planning, designing, constructing or modifying a transportation project, or policies, such as when there will be a change in service, amenities or fares. The department will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. A thorough analyses involving public input, will remain on file, and copies will be provided to local, state and federal agencies, upon request, especially during compliance reviews or complaint investigations.

Orange County is a member of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, the Burlington-Graham Metropolitan Planning Organization, and Central Pine Rural Planning Organization. The County’s socioeconomic data is presented using best Environmental Justice analysis practices and is included in the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization board approved 2020 Environmental Justice Report. It is also part of both Metropolitan Planning Organization long-range and fiscally constrained Metropolitan Transportation Plans. The department’s 2022 Title VI programs also incorporates this critical resource.

## PUBLIC INVOLVEMENT PLAN

The department will collect and maintain socioeconomic data as published by the United States Census Bureau American Community Survey on potential and actual beneficiaries of transportation programs and services. This section is intended as a compilation of relevant socioeconomic characteristics from Orange County overall service area. This data will provide context to the Title VI nondiscrimination program, improve community outreach initiatives and delivery of ongoing programs. Tables 1 – 8 below provide the socioeconomic description of Orange County based on the latest American Community Survey 2020 data.

Total Population	Male	Female	Not Hispanic/Latino	Hispanic/Latino
142938	68187	74751	130924	12014

*Table 1: Gender, Hispanic, and Latino*

White	Black	Native American	Asian	Pacific Islander	Other	Two or More
106535	16557	784	11106	8	3707	4241

*Table 2: Race*

Under 5	Age 5 - 17	Age 18 - 39	Age 40 - 49	Age 50 - 59	Age 60 - 69	Age 70 and over	Median Age
6593	21933	51100	18307	17763	16002	11240	38.268

*Table 3: Age*

Median Household Income	MHHI age 25 - 44	MHHI age 45 - 64	MHHI age 65 and over	Total Population for Poverty	Individuals below poverty
\$73,941.61	\$79,013.44	\$114,671.25	\$69,951.15	131789	17633

*Table 4: Income and Poverty Status*

## PUBLIC INVOLVEMENT PLAN

Employment age 16 and over	In Labor Force	Not in Labor Force	Civilian Employed	Civilian Unemployed
118152	76548	41604	73172	3353

*Table 5: Employment and Labor Force*

Total Housing Units	Occupied HU	Vacant HU	Owner Occupied	Renter Occupied	Median Housing Value
57502	52529	4973	32539	19990	\$319,854.55

*Table 6: Housing Units*

Travel Mode						
Housing Units w/ Vehicles	No Vehicles	1 Vehicle	2 Vehicle	3 or more Vehicles		
52529	2644	17188	20311	12386		
Total Commuters	Car Truck or Van	Alone	Carpool			
71547	53304	48204	5100			
	Public Transit	Motorcycle	Bicycle	Walked	Other	
	5084	141	1323	4379	803	

*Table 7: Travel Mode*

Adult Population (18 and over)	Language
114412	Speak only English
	96408

## PUBLIC INVOLVEMENT PLAN

	Also speak English				
Speak Spanish	Very Well	Less than very well	Well	Not well	Not at all
7166	3506	3660	1168	1357	1135
Speak Indonesian					
4344	3638	706	526	113	67
Speak Asian					
5865	3281	2584	1748	626	210
Speak Other					
629	525	104	104	0	0

Table 8: Language

### Methodology - Determining County Thresholds

Orange County Environmental Justice analysis methodology follows the same process as the two Metropolitan Planning Organization’s analysis. The “Communities of Concern” are defined as a particular geographic area (US Census Block) where the percentage of the population (minority, low-income, hispanic, zero-car, limited English proficiency, or elderly) is greater than the county threshold for that same population. County thresholds for each population type were developed and used as benchmarks for comparison. The thresholds were calculated by dividing the particular population type over total population. Table 9 shows the Orange County specific thresholds a Census Block must meet in order to be considered a Community of Concern.

Black	Minority	Hispanic/Latino	Below Poverty	Elderly	Zero Car HH	LEP
12%	25%	8%	12%	13%	5%	2%

Table 9: EJ Thresholds

Any Census block in Orange County who’s similar percentages meets or exceeds the threshold is considered an Environmental Justice Community of Concern. This comparative analysis was performed for each population group listed above to determine the locations of concentrated or overlapping Communities of Concern. Block groups that met three or four thresholds are considered more important Communities of Concern then those that only one or two.

## PUBLIC INVOLVEMENT PLAN

The determination of what is a “disproportionately high and adverse human health or environmental effect” as discussed by Executive Order 12898 ([link](#)) is context dependent. The approach used in the development of this Environmental Justice analysis to identify Communities of Concern is only based on available block group data and the proportion of protected populations that they contain. It is important to note that all transportation project development processes will include additional efforts to utilize local knowledge of individual neighborhoods to identify potential populations that might have been missed during this Census-based analysis.

[FIGURES 1 – 7](#) illustrate Orange County’s socioeconomic data by block group and identify which ones meet the County’s Environmental Justice thresholds. [FIGURE 8](#) identifies the overlapping Communities of Concern.

# PUBLIC INVOLVEMENT PLAN

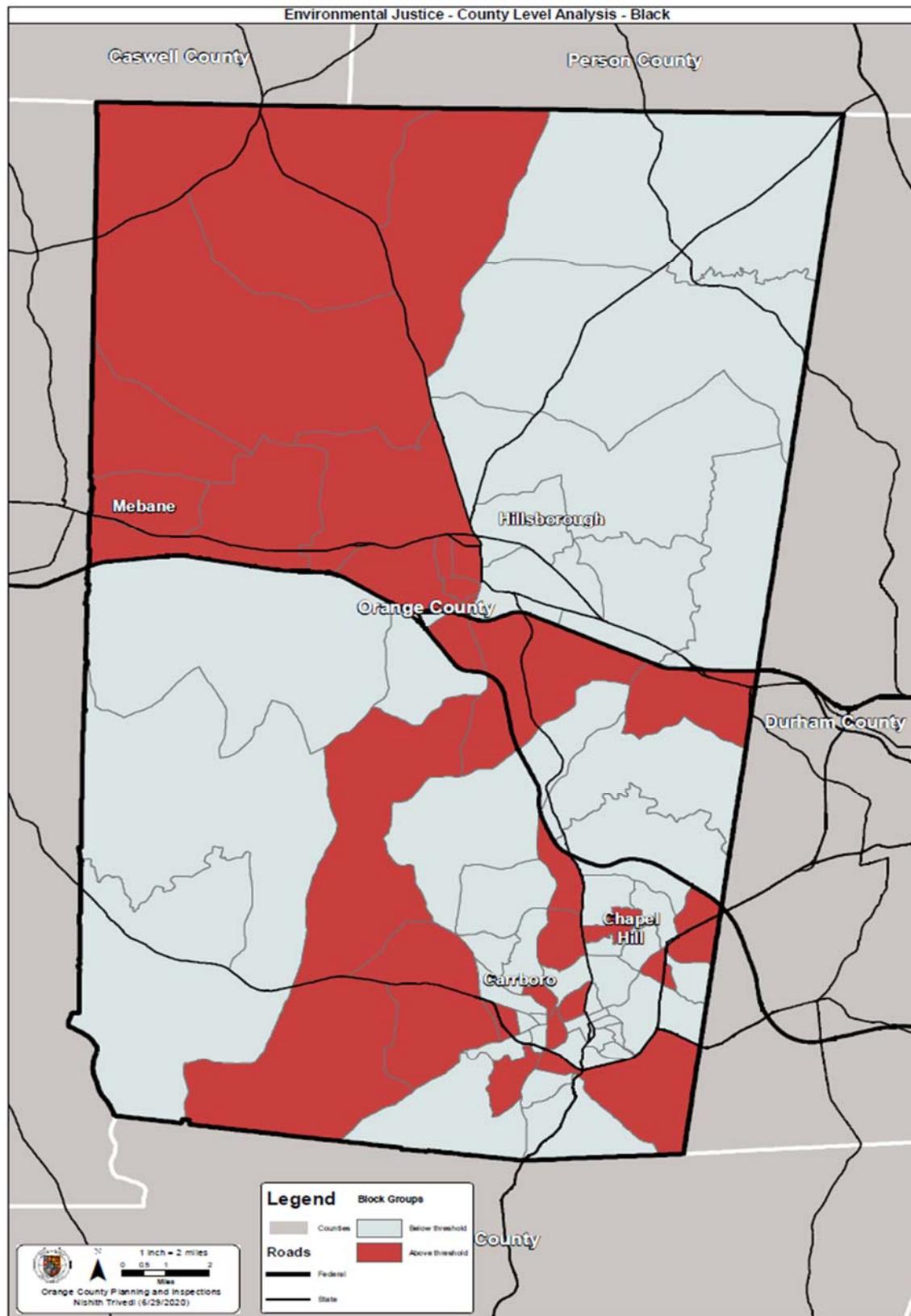


Figure 1: EJ Black Communities of Concern

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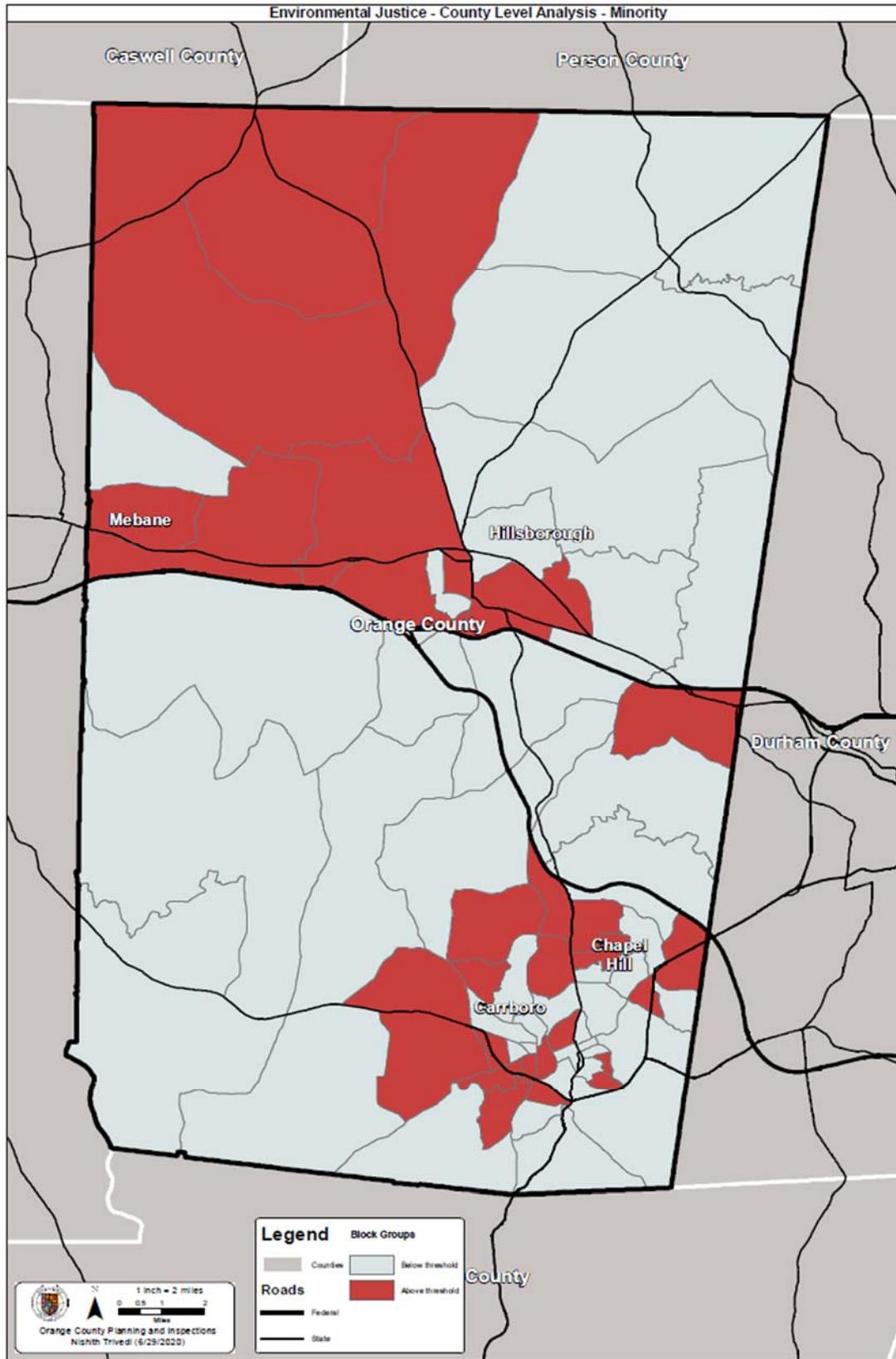


Figure 2: EJ Minority Communities of Concern

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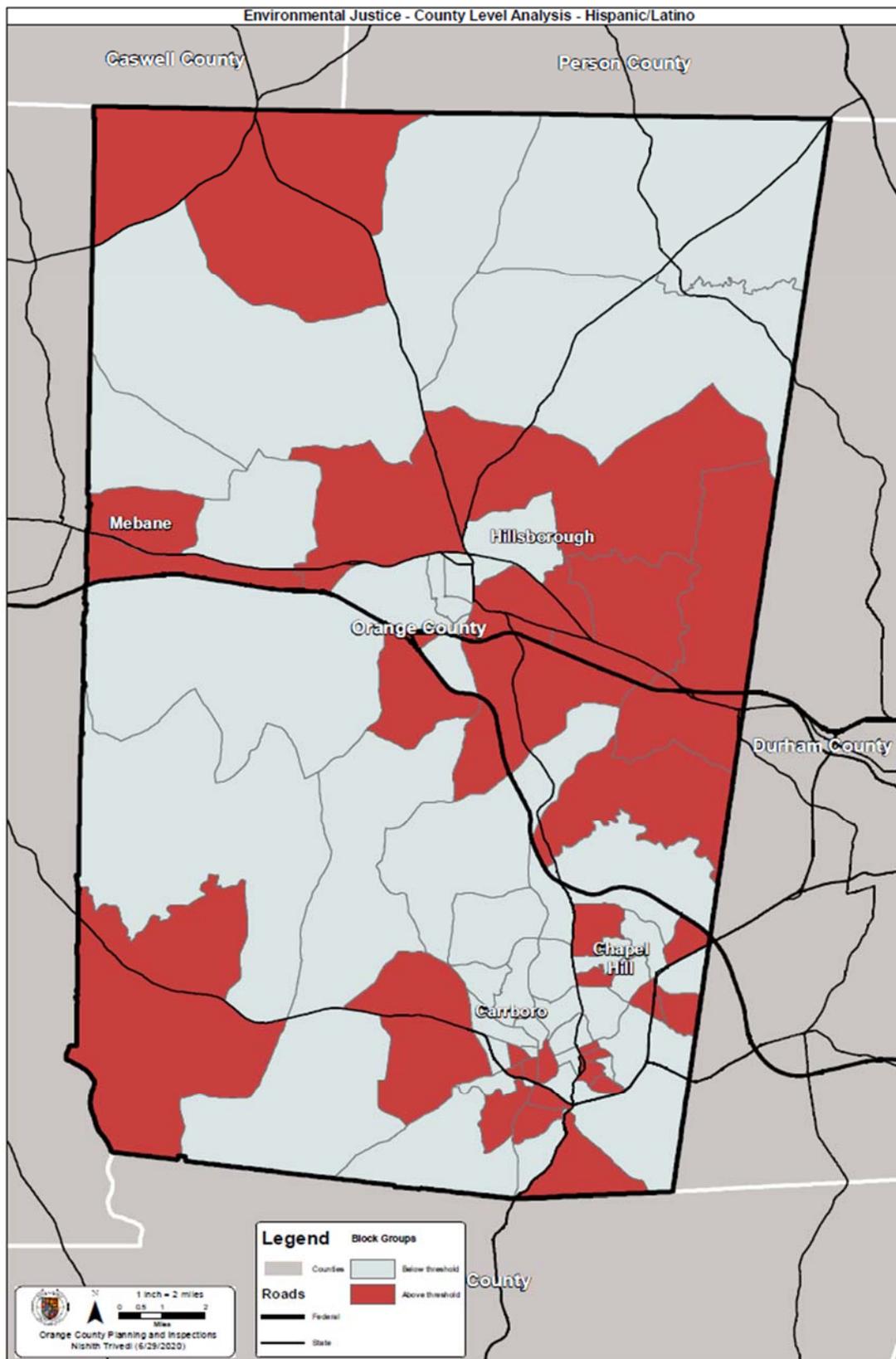


Figure 3: EJ Hispanic/Latino Communities of Concern

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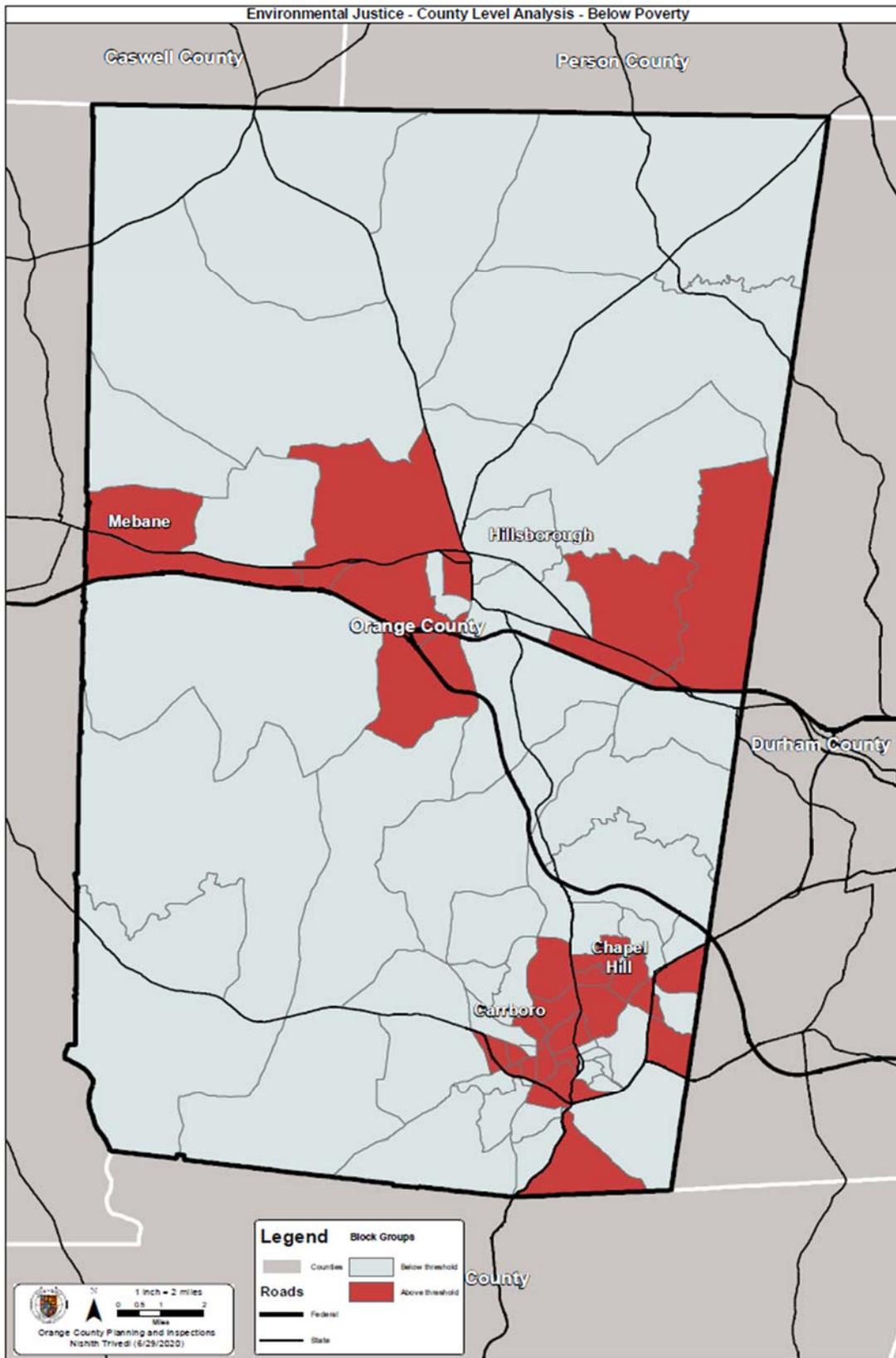


Figure 4: EJ Poverty Communities of Concern

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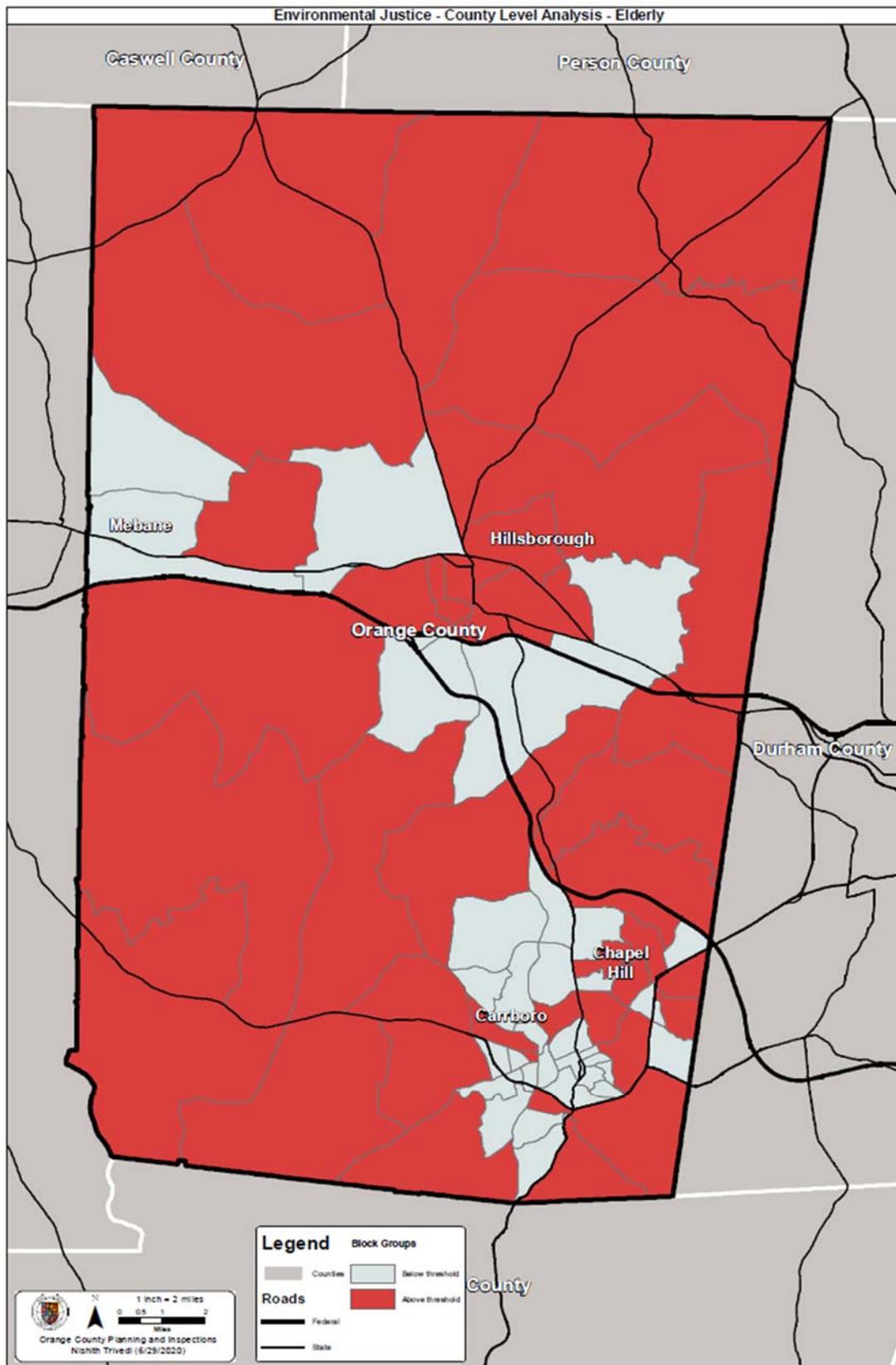


Figure 5: EJ Elderly Communities of Concern

# PUBLIC INVOLVEMENT PLAN

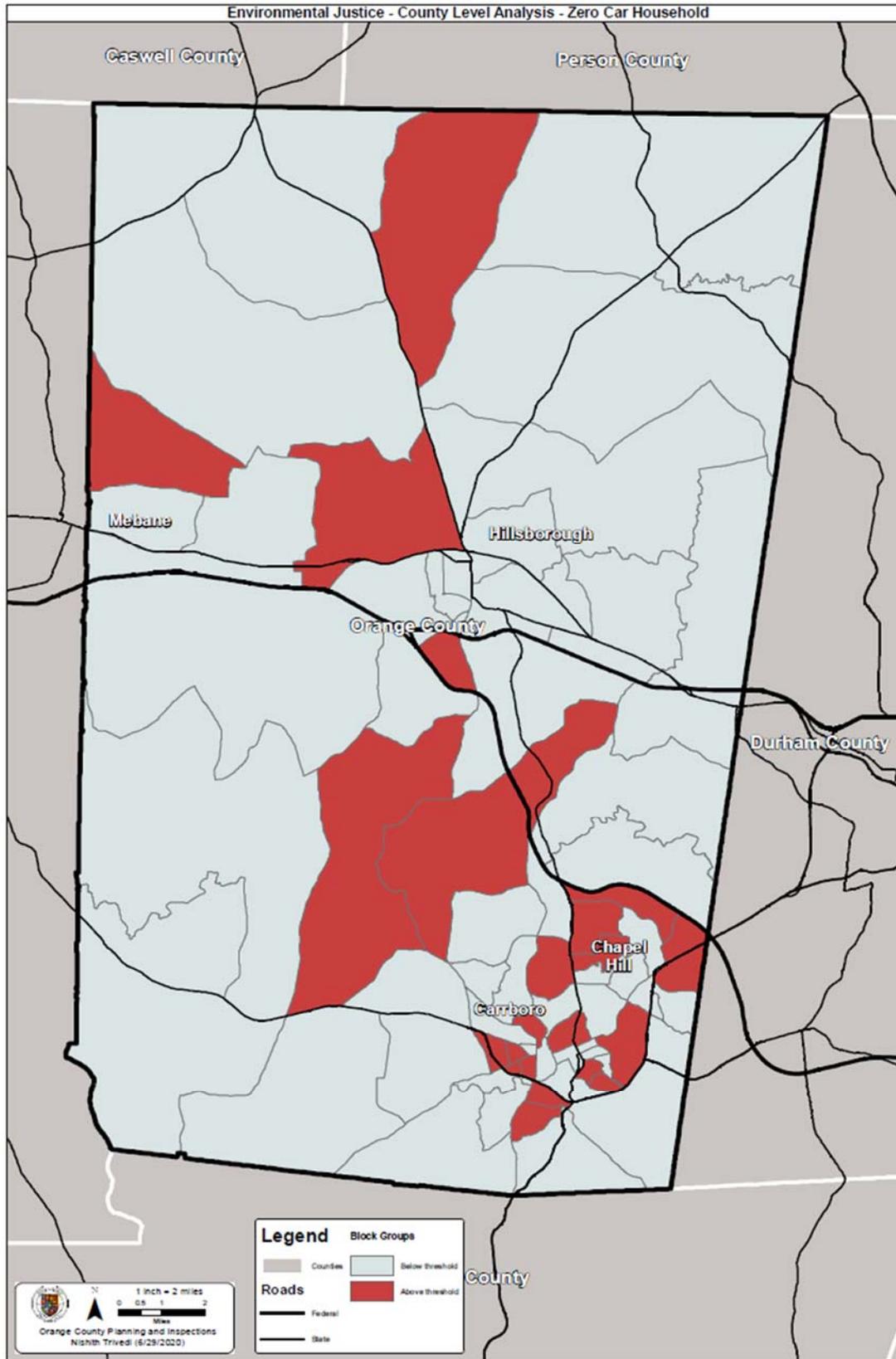


Figure 6: EJ Zero Car Communities of Concern

# PUBLIC INVOLVEMENT PLAN

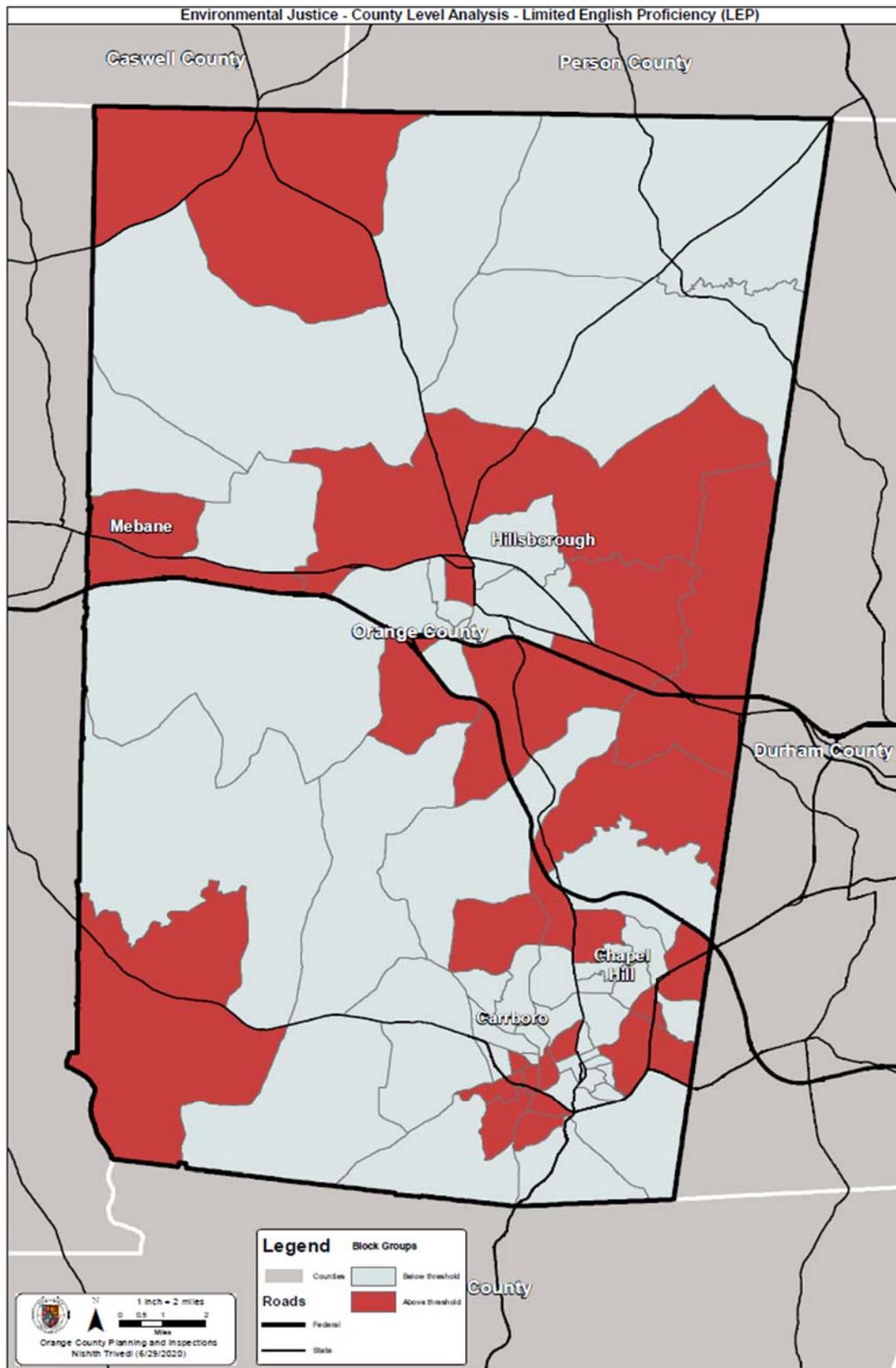


Figure 7: EJ LEP Communities of Concern

# PUBLIC INVOLVEMENT PLAN

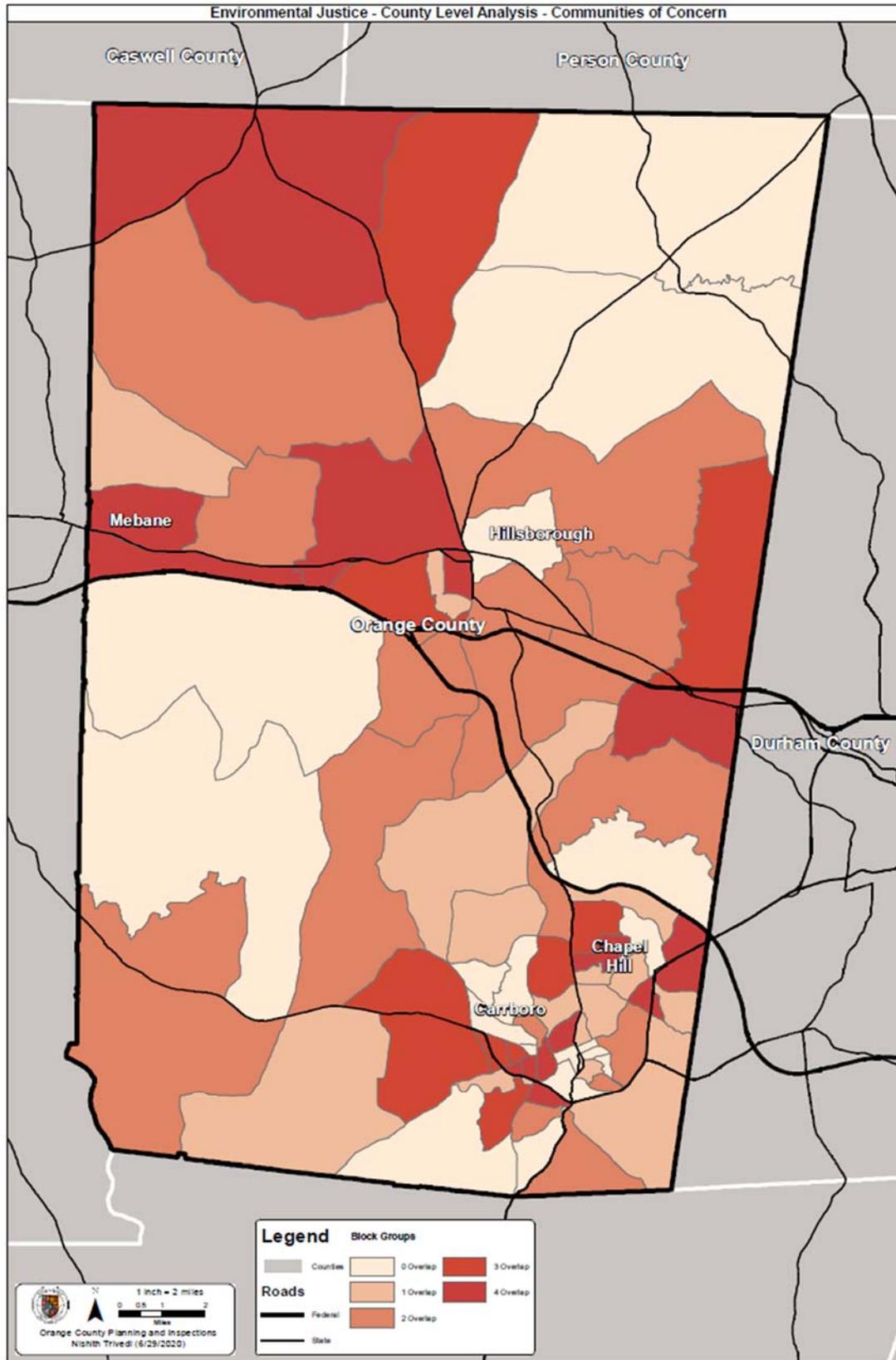


Figure 8: EJ Communities of Concern

## PUBLIC INVOLVEMENT PLAN

The department will identify resources within these Communities of Concern and implement all public engagement techniques to ensure the whole community is involved in the transportation decision-making process, which includes and is not limited to:

- Identify key community influencers who may be willing and able to partner in outreach efforts.
- Partner with organizations/associations, non-profit organizations and neighborhood groups.
- Invite members of key demographics like African American, Asian, Hispanic, Indian, and other traditionally underserved communities.
- Target specialized media outlets and issuing press releases in a timely manner.
- Secure translators to assist at project meetings and to translate written material.
- Identify businesses, places of worship, community events, festivals, and cultural centers
- Adjust meeting dates, times, and locations to fit the work schedules and/or cultural behaviors.
- Consider mix of low- and high-tech ways to communicate. Reliance on email and web, for example, as primary communications vehicles, may miss some elderly and low-income households.
- Consider that project teams may have to address and overcome some lack of trust – and fear – as it relates to government representatives. Continuity and regard for cultural differences and communication in the appropriate language will help in these difficult situations.
- Distribute invitation flyers within communities, including home mailings, libraries, stores, and other places where residents are likely to see them.
- Provide email information to local Chambers of Commerce, Parent-Teacher Associations, homeowners' associations and/or neighborhood groups.
- Share information with partner agencies for inclusion on their websites, community calendars, etc.
- Identify additional fee-based activities may be needed (i.e., radio or on-line ads, printing brochures, direct mail, video production, kiosks, etc.).
- Advertise on Mobile Apps/Mobile text
- Identify community events to host a table to distribute information.

### Surveys and other New Tools

- Use social media to publicize meetings or events and to keep the community engaged and updated on ongoing programs or projects.
- When appropriate, consider virtual community meetings that can reach a larger audience for longer periods of time.
- Consider use of electronic town hall meetings allow large amounts of people to participate from their homes. Typically done through a local cable channel broadcast a presentation is given and a panel is available to answer questions the community submits by phone or web.

## PUBLIC INVOLVEMENT PLAN

- Identify where and when teleconferences would be helpful to provide broader access to community meetings as well as widen the level of community involvement. They help save time, money and resources spent on traveling to various locations.
- Identify games, contests, and other hands-on activities help generate “buzz” about transportation projects.
- Implement and use a “one call” system that catalogs telephone numbers within a specified area and is programmed to call with a pre-recorded reminder of upcoming community meetings, times, and locations.

Knowledge gained from the community on transportation issues (e.g. problems and possible solutions) helps guide the decision-making process. These issues on proposed project can be generally categorized as potential:

- Environmental impacts, including concerns about increased traffic and air quality.
- Social impacts, including the integrity of existing community, cultural or recreational sites.
- Conflicts over the detriments/benefits of the project, like travel mode.

Becoming familiar with the dynamics of each transportation project is both a challenge and an opportunity to deliver the best infrastructure improvement for the community and travelers it will serve. The best way to achieve this is for project team members to be experts on the proposed concept and design while being open and available to hearing the concerns of the community.

As transportation professionals, the department staff are aware of industry practices that guide the decisions on project concepts and designs. In cases where addressing community concerns would conflict with safety, standards, policies or cost-efficiencies, the community would still benefit from knowing that their comments and concerns are taken seriously and incorporated into the decision-making process; were willing to discuss and evaluate them; and that as a steward of taxpayer dollars, the staff must also consider local, state, federal, and industry parameters to guide our decisions.

Successful transportation projects, plans and programs are the result of meaningful community engagement and truly reflect the communities and residents they were designed to serve. It is at these times that the department will always find ways to inform the community of the results of their input. These could include:

- Verbiage in project fact sheet/information letter on decision.
- Separate flyer on community impact on project decision.
- Visual/graphic/display board notifying community of decision made on their behalf.

## PUBLIC INVOLVEMENT PLAN

### Measurements and Evaluations

Orange County Transportation recognizes the importance of measuring and evaluating its community involvement effort based on the achievements of objectives and feedback from the community. In addition, State and Metropolitan Planning Regulations also require a periodic review of the effectiveness of community involvement processes. A periodic evaluation will be completed following community outreach activities. Results from individual evaluations will be used to refine subsequent involvement activities, with overall results incorporated into future updates of the plan.

The department uses both quantitative and qualitative measures to evaluate the effectiveness of community involvement activities associated with a particular plan, program, or project. Appropriate measures for evaluating community involvement activities are currently limited, but staff recognize that simple counts of the number of comments received on a particular issue and attendance at a particular meeting are not adequate indicators of the effectiveness of the community involvement effort. The department will continue to research and work with experts in this area to develop better evaluation techniques and incorporate new measures. Current analytical methods used to evaluate the effectiveness this plan include:

#### Quantitative

1. Attendance and expansion of mailing list
2. Website hits, Facebook and Twitter followers
3. Number of participants and responses received from advertisements
4. Listing of articles and the various publications where they appeared

#### Qualitative

1. Survey participants on their preferences concerning:
  - a. Overall thoughts of the activity
  - b. Timing of community involvement
  - c. Method and how often contact is made
  - d. Community's opinion on whether their involvement was meaningful
  - e. Meeting convenience: time, place, transit accessible, format and effectiveness
  - f. What improvements could be made
2. Survey selected staff concerning:
  - a. Did the format meet expectations?
  - b. Were questions/comments relevant/focused?
  - c. Was outreach tailored to specific community needs?
  - d. Were participant's able work toward an overall solution?
3. Demonstrate where community involvement impacts the project.

## PUBLIC INVOLVEMENT PLAN

4. Document all feedback and identify issues for future meetings.

### Standardize Reporting

Successfully implementing the plan requires standardized reporting procedures that allow for including all community involvement and tracking outreach follow-up needs. All comments from the community will be included in the appendix of the plan and in meeting packets to community boards. Examples of standard public engagement reports are included in the appendix.

### Monitoring and Evaluation

- Public engagement activities are evaluated and improvements are made
- Technology and resources continue to advance in efficiency and effectiveness
- Best practices from other places are discovered and applied to local context.

It ensures that decisions are made in consideration of and to benefit community needs and preferences. Early and continuous community involvement brings diverse viewpoints and values into the decision-making process. This process enables the department and County to make better decisions through collaborative efforts, builds mutual understanding and trust between agencies and the community we serve. Staff focuses on increasing community involvement in decisions rather than on conducting participation activities because they are required to do so. Timely responses to ideas from the community and allowing those ideas to inform decisions shows the community we value their involvement.

Evaluation, both formal and informal, helps to measure, define, and improve community involvement effectiveness. Feedback from people who participate in community involvement events or processes often points out what works and what does not. Continuous reassessment can lead to events and processes that are more meaningful for participants and contribute more to transportation decision-making processes. Evaluating the impact and effectiveness of community involvement is a critical step in developing successful strategies. The department will monitor and evaluate the community involvement framework as listed below:

1. Monitoring and Evaluation of the effectiveness of the department plan will be undertaken through annual internal reviews conducted by the Transportation Director. The monitoring and evaluation period will coincide with the county's fiscal year (July 1 through June 30) and a report (to include a revised plan if needed) will be produced by Oct. 31 of the following fiscal year and submitted to the Board of County Commissioner for review.
2. The department's internal review will focus on the accuracy of the plan's implementation and will include the following policies, processes, and information contained within the Plan:
  - a. Purpose and goal,
  - b. Legislative and technology changes,
  - c. Internal Orange County changes, whether structural or process oriented.

## PUBLIC INVOLVEMENT PLAN

- d. Revisions to community involvement themes, techniques, and training.
- e. Comments received from internal/external partners and the community; and

## PUBLIC INVOLVEMENT PLAN

# IMPLEMENTATION

The following table is used to implement the Department's Public Involvement Plan.

Activity	Project Level			
	Locally Administered	Planning	Design	Construction
<b>Written Materials</b>				
Reports	✓✓	✓✓	✓✓	✓✓
Maps (Online and interactive)	--	✓✓	✓✓	✓✓
<b>In-Person Engagement</b>				
Public events	✓✓*	✓✓*	✓✓*	--
Public hearing	✓✓	✓✓	✓✓	✓✓
Presentations	✓✓*	✓✓	✓✓	✓✓*
<b>Virtual Engagement</b>				
Website	✓✓	✓✓	✓✓	✓✓
Social media	✓✓	✓✓	✓✓	✓✓
Videos	✓✓	✓✓	✓✓	--
Surveys	✓✓	✓✓	--	--
Mailing list	✓✓	✓✓	✓✓	✓✓
Newsletters/Brochures	✓✓	✓✓	✓✓	✓✓
Virtual Meetings	✓✓	✓✓	✓✓	--
<b>Media and Ads</b>				
Press releases	✓✓	✓✓	✓✓	✓✓
Ads	✓✓	✓✓	✓✓	--
<b>Diverse Engagement</b>	✓✓	✓✓	✓✓	✓✓
<b>Respond to Comments</b>	✓✓	✓✓	✓✓	--

\* In-person engagement is likely to vary between efforts based on need. For example, pop-up events may be better suited for goals and objectives, whereas scheduled in-person meetings may be more beneficial for visual-centric items (i.e. alternatives mapping).

## PUBLIC INVOLVEMENT PLAN

### Activity Descriptions

#### Written Materials

- Reports – staff will produce legible documents with extensive visuals like charts, tables, and graphs to present the materials. Long reports will have a summary. Materials will be translated as necessary per department and County guidelines and procedures.
- Maps – staff will produce printed and electronic maps (e.g., PDFs), and interactive, online maps that allow the user to zoom-in and zoom-out.

#### In-Person Engagement

In-person engagement will be held at various locations throughout the County to ensure that staff receive feedback from a variety of locales and socio-economic groups. To the extent possible, staff will coordinate with the public engagement activities of other planning efforts in the area. The Department activities will be held at locations that are accessible to persons with disabilities and which are located on a transit route, to the extent feasible (some parts of the planning areas do not have fixed-route transit service). If given advance notice prior to an event, special provisions will be made, e.g., sign language, translator, etc.

In-person events – These events can have a variety of formats, including, but not limited to:

- Open houses in which community members are able to talk one-on-one with staff;
- Focus groups in which a facilitator helps to produce feedback;
- Charrettes or workshops that allow citizens to make hands-on contributions to design elements or other project development elements; and,
- Pop-up events conducted at popular locations for targeted groups.

Public hearings – People can directly address the County Board.

Presentations – As appropriate, staff will make presentations and solicit feedback from the elected officials and advisory commissions and committees of partner agencies and municipalities, community organizations, and those identified among the target groups.

#### Virtual Engagement

Website – The Department maintains a multifaceted website that provides wide range of local, regional, and state transportation related information including staff contact. The Public will primarily be oriented to this central website hosted by the County. The Department also house more technical information specific to the County and can make information available upon request.

## PUBLIC INVOLVEMENT PLAN

**Social Media** – The Department publishes public engagement opportunities through social media such as Twitter/X and Facebook, and through the County’s Communication Relation Department.

**Videos & Audio Files** – Staff develops and publish explanatory videos to present products, e.g., plan alternatives, during the development of all public meetings through the County’s and Department websites.

**Online Survey and Maps** – As appropriate, staff will administer written and online surveys, and crowdsource maps.

**Mailing List** – The Department maintains an email list of interested citizens based on the planning processes of local jurisdictions, counties, regional agencies, and other related agencies (e.g., NCDOT, Central Pines Regional Council) for inclusion of these public engagement activities.

**E-Newsletters and Brochures** – The Department will publish newsletters or brochures for major key events and decision points.

**Call in meetings and/or Virtual Town Halls** – Staff will host virtual meetings and endeavor to replicate in-person activities online for key decision points, as appropriate. Such meetings would be interactive to engage participants via meeting polling, and similar tactics. Online meetings (at a minimum the staff presentations) will be recorded and posted on the website.

### Media and Ads

**Press Releases** – The Department will provide press releases to the County’s Communication Department for release to the public and media.

**Ads** – The Department will publish a notice in major newspapers, and other local, minority, or alternative language newspapers, as appropriate, to notify the public of engagement opportunities. If deemed effective, outdoor advertising can be used.

### Diverse Engagement

The Department will endeavor to engage people from all member jurisdictions, multi-modal transportation groups, neighborhood and community groups, and local and state agencies responsible for environmental protection, conservation, land use management, natural resources and historic preservation. The Department realizes that more equitable engagement by making special, targeted efforts must include people from the environmental justice communities including minority, low-income, limited English proficient, and elderly persons.

### Respond to Comments

Staff will document both oral and written public comments received during the course of public engagement and make those comments available to the County advisory board and

## PUBLIC INVOLVEMENT PLAN

Commissioners as well as the public. As needed, staff will summarize comments, and in some cases directly respond to significant or popular comments.

## PUBLIC INVOLVEMENT PLAN

# AMENDMENT

This is a living document that evolves with changing technology, as additional resources become available, new government regulations and innovative processes for public engagement are implemented. Some can be done administratively by staff as they learn new skills, plans, policies and programs advancing the plans goals and objectives. Some changes may require formal approval in order to obtain the necessary resources to implement new technology and innovative practices. This plan allows for Minor and Major Amendments, their definition and process are illustrated below:

### Minor Amendment:

- Graphic, text, or other clarifications to simplify understanding and improve legality.
- Detail explanations on action steps necessary for effective implementation of the plan.

### Process:

Staff, Orange Unified Transportation Board (OUTBoard), Transportation Advisory Service (TAS), and local departments will periodically review the approved plan for any minor amendments and compile a list for the Department's consideration. The itemized list will be included as an appendix to the document with the appropriate responses and changes.

### Major Amendments:

- Addition or changes to technology, funding, resources, regulations and process.
- Public initiated request or findings from Monitor and Evaluation recommending changes.

### Process:

Staff will conduct thorough research, draft a report, and prepare a major amendment to the plan. The amendment will be presented to the Transportation Advisory Services (TAS) for their recommendations. The amended plan will go before the public through the Orange Unified Transportation Board and Board of County Commissioners for final approval.

## PUBLIC INVOLVEMENT PLAN

# APPENDIX

## Definitions

### Environmental Justice

A federal policy that protects minority and low-income populations from experiencing disproportionately high and adverse human health or environmental effects of federally funded programs, policies, and activities

### MPO

Metropolitan Planning Organization. Comprised of county road commissions, cities, villages, townships, and transit agencies in an area having a population more than 50,000.

### Multimodal

Trips involving multiple modes of transportation including automobile, bus, train, boat, bicycle, pedestrian, and airplane.

**North Carolina Department of Transportation.** The North Carolina Department of Transportation's (NCDOT) mission is to provide a safe and efficient transportation system for the state. This is accomplished through building and maintaining roads and bridges as well as providing intermodal and freight services to the citizens of the state.

### Stakeholders

A person or group of people who affects or can be affected by transportation decisions or actions.

## Resources

- Metropolitan Planning Organization Public Involvement Plan ([link](#))
- 2050 Metropolitan Transportation Plan Public Involvement Plan ([link](#))
- North Carolina Department of Transportation Public Involvement Plan ([link](#))
- Environmental Protection Agency Public Involvement Plan Template ([link](#))

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-i**

**SUBJECT:** Computer Surplus Declaration and Donation to Triangle Ecycling

**DEPARTMENT:** County Manager's Office,  
Asset Management Services,  
Information Technologies,  
Solid Waste Management

**ATTACHMENT(S):**  
Resolution Approving the Donation of  
Surplus, Obsolete, or Unused County  
Equipment to Triangle Ecycling

**INFORMATION CONTACT:**  
Amy Eckberg, (919) 245-2626  
Steven Arndt, 919-245-2658  
Robert Reynolds, 919-245-2276  
Robert Williams, 919-918-4904

**PURPOSE:** To approve and authorize the Chair to sign a resolution declaring items listed below as surplus and authorizing the donation of those items to the non-profit Triangle Ecycling.

**BACKGROUND:** In 2015 and 2018, Orange County donated surplus computers and their peripheral equipment (computer keyboards, mice, monitors, etc.) to the Chapel Hill Carrboro City Schools (CHCCS) to help the school system launch a computer reuse and training program. CHCCS worked with Triangle Ecycling, which was then a local for-profit company, to help manage the program and train high school students in computer repair. The donation was made with the understanding that any computer equipment that could not be refurbished or re-used for this program would be returned to Orange County Solid Waste to be responsibly recycled. All the equipment in that initial donation was reusable. With the County's donation and that of other public and private entities, the program has been successful.

Triangle Ecycling has since become a 501c3 nonprofit. The organization collects surplus electronics and uses them in its own program to train high school students to refurbish them for reuse.

In 2021, Orange County donated outdated computers directly to Triangle Ecycling.

Orange County Information Technologies has another round of surplus computer equipment that is ready for donation, and staff is seeking Board approval to donate these computers to Triangle Ecycling for the benefit of local students and residents. Pursuant to North Carolina General Statute 160A-280, the County Board of Commissioners may donate County property to an incorporated nonprofit organization. The proposed donation would be made with the understanding that any computer equipment that could not be refurbished or re-used for this program would be returned to Orange County Solid Waste to be responsibly recycled.

**Property to be donated**

Computer Type	Qty.	Avg. Age of Equipment	Hard drives erased/wiped
Desktops	404	6 years	National Institute of Standards and Technology 800-88 Guidelines 7 pass erasing technology
Laptops	160	6 years	National Institute of Standards and Technology 800-88 Guidelines 7 pass erasing technology

It should be noted that providing the County's surplus computers to local nonprofit organizations has also been previously discussed and pursued. However, agencies have declined interest due to the age of the computers as well as the cost to purchase operating systems since the County must remove all software and information for security purposes prior to any disposal action. The possibility of making surplus computers available to County employees has also been discussed in the past. The interest among County employees is uncertain, and it has been noted that conveying/selling the computers to employees requires a prescribed process based on State law.

**FINANCIAL IMPACT:** Donating these computers to Triangle Ecycling will have no financial impact on the County. As these computers have had 5-7 years of use and have been deemed unsuitable for repair or further use for their intended purpose, any money recovered by selling these computers as-is would be offset by the Staff time involved in managing the sale. The computers hold considerably more value as teaching tools for local students. Computers repurposed by Triangle Ecycling trainees are given to local charities, sold locally at a discount to bridge the digital divide, or sold online to support further programming of the nonprofit.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

The donation of the County's surplus computers to Triangle Ecycling will help support its computer reuse and training program aimed at providing valuable hands-on technical training for local high school students. This training program will help to prepare students for jobs in the traditionally higher-paid field of information technology, thereby increasing their economic security. These results translate to positive outcomes related to the above Social Justice Goal.

**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Responsibility Goal impact is applicable to this item:

- **ENERGY EFFICIENCY AND WASTE REDUCTION**

Initiate policies and programs that: 1) conserve energy; 2) reduce resource consumption; 3) increase the use of recycled and renewable resources; and 4) minimize waste stream impacts on the environment.

This donation will continue to divert the County's e-waste from the landfill, while using the labor of trainees to add sufficient value to the equipment to renew its useful life, delaying the need to use new natural resources and energy in the creation of new computer equipment. Any computer equipment that cannot be refurbished or re-used for this program would be returned to Orange County Solid Waste to be responsibly recycled.

**RECOMMENDATION(S):** The Manager recommends that the Board approve and authorize the Chair to sign a resolution declaring items listed above as surplus and authorizing the donation of those items to Triangle Ecycling.

## **ORANGE COUNTY BOARD OF COMMISSIONERS**

### **RESOLUTION APPROVING THE DONATION OF SURPLUS, OBSOLETE, OR UNUSED COUNTY EQUIPMENT TO TRIANGLE ECYCLING PURSUANT TO THE PROVISIONS OF N.C.G.S. 160A-280**

**WHEREAS**, Orange County owns computers and other electronics, which are unsuitable for repair or further use for their intended purposes and should be declared surplus or obsolete to the County's needs; and

**WHEREAS**, N.C.G.S. 160A-280 allows counties to convey property to nonprofit organizations that the Board of County Commissioners deems to be surplus, obsolete, or unused; and

**WHEREAS**, County staff recommends that the computers and other electronics on the attached list be declared surplus, obsolete, or unused and donated to Triangle Ecycling, a 501c3 nonprofit, to be used for educational purposes; and

**WHEREAS**, pursuant to the provisions of N.C.G.S. 160A-280, the Orange County Board of Commissioners has caused public notice of this proposed Resolution to be posted at least five days prior to the adoption of this Resolution approving the donation.

**NOW, THEREFORE, BE IT RESOLVED** by the Orange County Board of Commissioners that the computers and other electronics are hereby declared to be surplus or obsolete based on their unsuitability for repair or further use for their intended purpose; and,

**BE IT FURTHER RESOLVED** that the Orange County Board of Commissioners hereby approves the donation pursuant to the provisions of N.C.G.S. 160A-280 by Orange County to Triangle Ecycling of the above described personal property to be used for educational purposes.

Adopted this the 12<sup>th</sup> day of December, 2023.

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Jamezetta Bedford, Chair  
Orange County Board of Commissioners

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-j**

**SUBJECT:** Request for Road Additions to the State Maintained Secondary Road System for Red Maple Lane and Eno Ridge Drive in the Cates Landing Subdivision

**DEPARTMENT:** Planning and Inspections

**ATTACHMENT(S):**

1. Maps
2. Subdivision Final Plats
3. NCDOT Petition Information

**INFORMATION CONTACT:**

Christopher Sandt, 919-245-2583  
Pat Mallett, 919-245-2577  
Cy Stober, 919-245-2585

**PURPOSE:** To make a recommendation to the North Carolina Department of Transportation (NCDOT) and the North Carolina Board of Transportation (NC BOT) concerning a petition to add Red Maple Lane and Eno Ridge Drive in the Cates Landing Subdivision to the State Maintained Secondary Road System.

**BACKGROUND:** This request includes a petition for two (2) road additions to the State Maintained Secondary Road System. The road lengths and widths are as follows:

Road Name	Length in Miles	Number of Frontage Lots with Houses	Pavement and Right-of-Way Widths in Feet
Red Maple Lane	0.05	0	27-ft B-B with 22-ft pavement 50-ft Right-of-Way
Eno Ridge Drive	0.40	20	20-ft pavement, 50-ft Right-of Way
<b>Total</b>	<b>0.45</b>	<b>20</b>	

The Cates Landing Subdivision is located in Orange County along US 70E, southeast of Lawrence Road (State Road 1561/1709) and northwest of Palmers Grove Church Road (State Road 1562) (*Attachment 1*). This 20-lot single-family residential subdivision is within Orange County's planning jurisdiction, and the subdivision and roadways were developed and approved subject to the County's zoning and subdivision regulations. There are no known violations associated with the subdivision.

The Cates Landing Subdivision was recorded on February 26, 2021 (Book 123/Page 35) (*Attachment 2*). Red Maple Lane and Eno Ridge Drive were designed to public road standards, but have been private roads in the interim. The roads were intended to become public roads when conditions met NCDOT maintenance responsibility and ownership criteria.

Red Maple Lane has a length of 0.05 miles and does not provide access to any fully developed lots. Red Maple Lane has a right-of-way width of 50 feet and a pavement width of 20 feet. The road serves as the entrance to the subdivision off US 70E, and then forms a tee intersection with Eno Ridge Drive.

Eno Ridge Drive has a length of 0.40 miles and provides access to twenty (20) fully developed lots. Eno Ridge Drive has a right-of-way width of 50 feet and a pavement width of 22 feet.

NCDOT has investigated this request and has submitted a petition to the Board of County Commissioners (BOCC) for its recommendation (*Attachment 3*). North Carolina General Statute §136-62 requires that road petitions for additions to the state system be made by the BOCC.

**Conclusion:** The above-referenced application meets the criteria endorsed by the BOCC for recommending acceptance of public roads into the State Maintained System for roads approved through the governing jurisdiction's subdivision process (NCDOT Subdivision Roads Minimum Construction Standards, January 2010, revised July 2020).

**FINANCIAL IMPACT:** There is no direct financial impact to the County associated with this item. NCDOT will incur additional maintenance responsibilities and costs.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is associated with this item:

- **GOAL: CREATE A SAFE COMMUNITY**

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

The addition of County private residential streets to the State Maintained Secondary Road System results in positive outcomes related to the aforementioned goal.

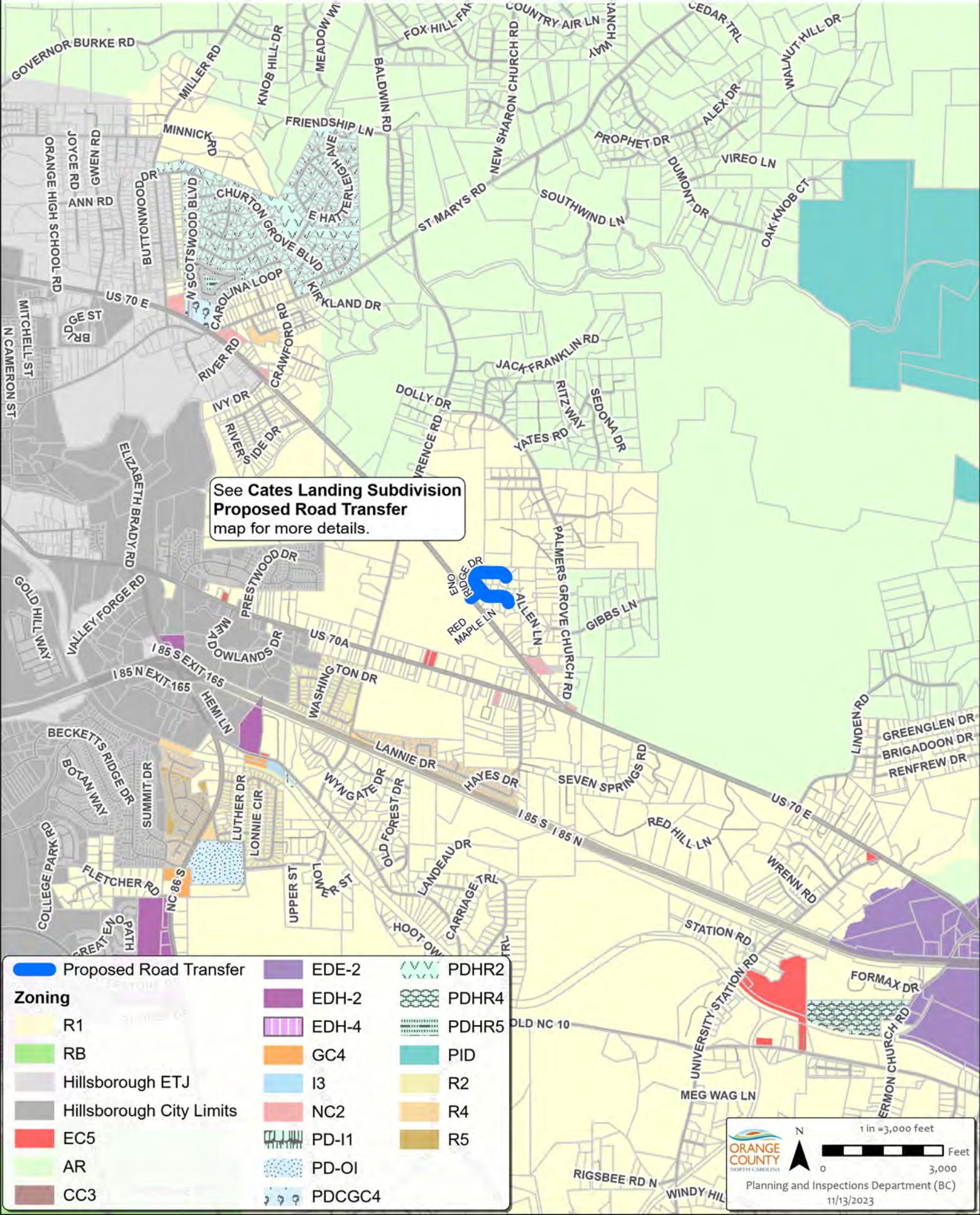
**ENVIRONMENTAL IMPACT:** There is no Orange County Environmental Responsibility Goal impact applicable to this item:

**RECOMMENDATION(S):** The Manager recommends that the Board:

- 1) Forward the Petition for Addition to the State Maintained System to the NCDOT for Red Maple Lane and Eno Ridge Drive in the Cates Landing Subdivision; and
- 2) Recommend the Department of Transportation accept the roads for maintenance as State Secondary Roads.

# Cates Landing Subdivision Vicinity Map

See Cates Landing Subdivision Proposed Road Transfer map for more details.



	Proposed Road Transfer		EDE-2		PDHR2
<b>Zoning</b>			EDH-2		PDHR4
	R1		EDH-4		PDHR5
	RB		GC4		PID
	Hillsborough ETJ		I3		R2
	Hillsborough City Limits		NC2		R4
	EC5		PD-I1		R5
	AR		PD-OI		
	CC3		PDCGC4		

1 in = 3,000 feet

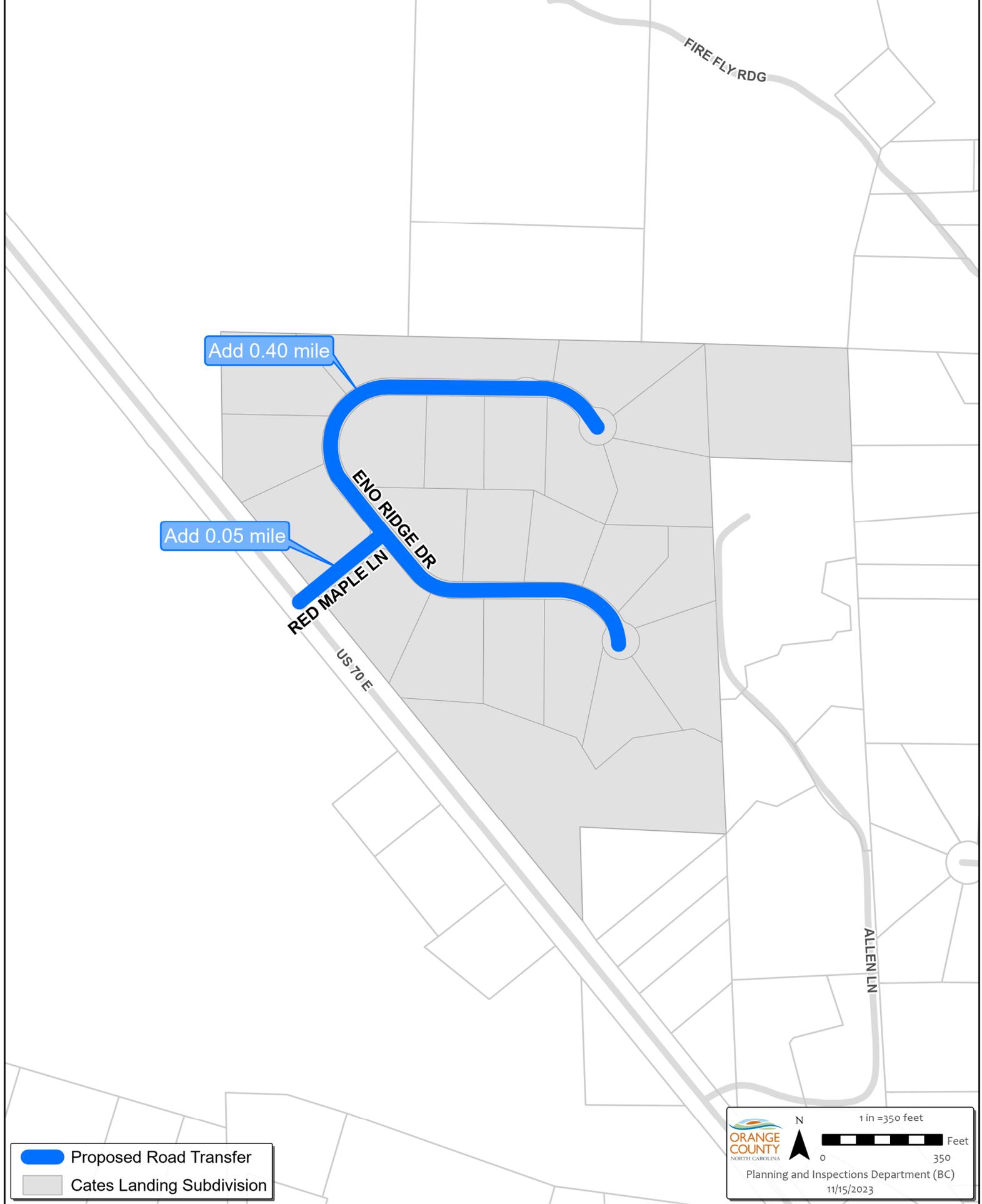
0 3,000 Feet

ORANGE COUNTY SOUTH CAROLINA

Planning and Inspections Department (BC)

11/13/2023

# Cates Landing Subdivision Proposed Road Transfer 4



Attachment 2

OWNER'S CERTIFICATE

THE UNDERSIGNED HEREBY CERTIFIES THAT THE LAND SHOWN HEREON IS LOCATED WITHIN THE SUBDIVISION-REGULATION JURISDICTION OF ORANGE COUNTY AND HEREBY FRONGLY DECLARES ALL RIGHTS-OF-WAY, EASEMENTS, STREETS, RECREATION AREAS, OPEN SPACE, COMMON AREA UTILITIES AND OTHER IMPROVEMENTS TO PUBLIC OR PRIVATE COMMON USE AS NOTED ON THIS PLAN, AND FURTHER ASSUMES FULL RESPONSIBILITY FOR THE MAINTENANCE AND CONTROL OF SAID IMPROVEMENTS UNLESS THEY ARE ACCEPTED FOR MAINTENANCE AND CONTROL BY AN APPROPRIATE PUBLIC BODY OR BY AN INCORPORATED NEIGHBORHOOD OR HOMEOWNERS' ASSOCIATION OR SIMILAR LEGAL ENTITY.

*James W. Parker, Jr.*  
DATE: 01/26/2021

Orange County, North Carolina

I CERTIFY THAT THE FOLLOWING PERSON(S) PERSONALLY APPEARED BEFORE ME THIS DAY, EACH ACKNOWLEDGING TO ME THAT HE OR SHE SIGNED THE FOREGOING DOCUMENT.

*James W. Parker, Jr.*  
DATE: 01/26/2021



*Lisa W. Blackwood*  
DATE: 01/26/2021

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
ORANGE COUNTY

I HEREBY CERTIFY THAT STREETS AS DENICED HEREON HAVE BEEN SURVEYED AND CONFORM TO THE STANDARDS OF THE N.C. DEPT. OF TRANSPORTATION MINIMUM STANDARDS FOR SUBDIVISION ROADS.

*End.* DATE: 2-10-2021

DISTRICT HIGHWAY ENGINEER

ORANGE COUNTY SCHOOL SYSTEM

I HEREBY CERTIFY THAT THE LOTS SHOWN ON THIS PLAN HAVE BEEN APPROVED BY THE SCHOOL SYSTEM FOR RECREATION PROFF TO (DATE)

IN ACCORDANCE WITH THE SCHOOL'S APPLICABLE PUBLIC FACILITIES ORDINANCE.

*Hilary Jackson* DATE: 2/9/2021

*Morgan Fleen* DATE: 2/9/2021

STATE OF NORTH CAROLINA  
ORANGE COUNTY

I, *Michael A. Bishop, Sr.* REVIEW OFFICER OF ORANGE COUNTY DEPTTY THAT THIS MAP OR PLAN TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING FOR WHICH THE REVIEW OFFICER HAS RESPONSIBILITY AS PROVIDED BY LAW.

*Michael A. Bishop, Sr.* DATE: 2-26-2021

ORANGE COUNTY LAND RECORDS/ISS

ENVIRONMENTAL HEALTH CERTIFICATION

SOIL AND SITE EVALUATIONS HAVE BEEN CONDUCTED BY THE ORANGE COUNTY HEALTH DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION, AND UNLESS OTHERWISE NOTED AN AREA ON EACH LOT HAS BEEN IDENTIFIED RESPONSIBLE FOR SEPTIC INSTALLATION AND REPAIR OF A SEWERAGE SYSTEM. THIS CERTIFICATION IS NOT AN IMPROVEMENT POINT ON AN APPROVAL FOR A SEPTIC SYSTEM FOR ANY OF THE LOTS. SUBSTANTIAL CHANGES TO THE LOTS MAY AFFECT THE ABILITY TO OBTAIN IMPROVEMENT POINTS FOR SEPTIC INSTALLATION AND REPAIR.

*Robt. David Ward, LSS, RCHS* DATE: 2-26-2021

ENVIRONMENTAL HEALTH SPECIALIST

See Note on Next Page about lots 1, 2, 3, 17, 18, 19, 20

COUNTY MANAGER APPROVAL

ORANGE COUNTY HEREBY ACCEPTS, FOR THE USE OF THE GENERAL PUBLIC WITHOUT MAINTENANCE RESPONSIBILITY, THE OFFER OF PUBLIC DEDICATION OF ALL PUBLIC RIGHTS-OF-WAY, PUBLIC STREETS, PUBLIC RECREATION AREAS, PUBLIC OPEN SPACE, PUBLIC UTILITIES AND OTHER PUBLIC IMPROVEMENTS SHOWN ON THIS PLAN.

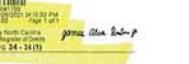
*Raymond* DATE: 2/26/2021

ORANGE COUNTY PLANNING DEPARTMENT APPROVAL CERTIFICATE

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE ORANGE COUNTY SUBDIVISION REGULATIONS PROVIDED THAT THIS PLAN SHALL BE RECORDED WITHIN 90 DAYS OF FINAL APPROVAL APPROVED

BY THE ORANGE COUNTY PLANNING DEPARTMENT ON  
*David D. Dandridge* DATE: 2/26/21

PLANNING DIRECTOR OR AUTHORIZED AGENT



LEGEND  
ENCLOSURE BY SET  
ENCLOSURE BY SET

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1000 W. HUNTER STREET, SUITE 100  
ORANGE, NC 27557  
PHONE: 704.775.7000  
FAX: 704.775.7001  
WWW.DESIGNANDENGINEERINGSERVICES.COM

PROJECT MANAGER  
DATE  
DRAWN BY

SCALE  
DATE  
DRAWN BY

SUMMIT  
DESIGN AND ENGINEERING SERVICES, PLLC  
1000 W. HUNTER STREET, SUITE 100  
ORANGE, NC 27557  
PHONE: 704.775.7000  
FAX: 704.775.7001  
WWW.DESIGNANDENGINEERINGSERVICES.COM

FINAL PLAN OF  
CATES LANDING SUBDIVISION  
ORANGE COUNTY, NORTH CAROLINA  
FIELD WORK PERFORMED MAY, 2020  
PROPERTY AS DESCRIBED IN DEED BOOK 305 PAGE 337  
DATE OF SURVEY: 01/26/2021  
BY: JAMES W. PARKER, JR., L.S.S.  
LISA W. BLACKWOOD, N.C. NOTARY PUBLIC  
27171 HIGHWAY 70 S.W.C.

PROJECT NO:  
18-0248  
DRAWING:  
18-0248\_OVERALL  
SHEET 1 OF 2

NOTE "A"

SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED DURING THIS SURVEY. ALL BUILDINGS, SURFACE AND SUBSURFACE IMPROVEMENTS ON AND ADJACENT TO THE SITE ARE NOT NECESSARILY SHOWN HEREON. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND UTILITIES WHICH MAY AFFECT THE USE OF THIS TRACT.

NOTE "B"

THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN ARE BASED ON VISIBLE EVIDENCE AND INFORMATION PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND UTILITIES AND STRUCTURES BEYOND THE LOCATIONS SHOWN HEREON, AND STRUCTURES BEYOND THE FIRST CONTACT SEE APPROPRIATE UTILITY COMPANIES FOR INFORMATION REGARDING BURIED UTILITIES.

NOTE "C"

ALL DISTANCES ARE HORIZONTAL DISTANCES AND AREA BY COORDINATE COMPUTATION.

NOTE "D"

THIS SURVEY WAS DONE WITHOUT A BILE SEARCH AND IS BASED ON REFERENCED INFORMATION. THERE MAY FIRST OWN DOCUMENTS OF RECORD WHICH COULD AFFECT THIS PROPERTY.

NOTE "E"

THIS MAP IS SPECIFICALLY STATED OR SHOWN, THIS SURVEY DOES NOT SHOW ANY OF THE COUNTY EASEMENTS OTHER THAN THOSE SHOWN. DRIVING FIELD EXAMINATION, BUILDING SETBACKS, RESTRICTIVE COVENANTS, ZONING OR LAND USE REGULATIONS AND ANY FACTS WHICH A TITLE SEARCH MAY DISCLOSE.

NOTE "F"

WEIRAGE ADJUNCTIONAL WATERS OR OTHER CONDITIONS WHICH MAY BE REGULATED BY FEDERAL OR STATE OR LOCAL AGENCIES WERE NOT INVESTIGATED DURING THIS SURVEY. SEPARATE BUFFERS AND OTHER RESTRICTIONS ON DEVELOPMENT MAY BE REQUIRED.

NOTE "G"

THIS PROPERTY IS WITHIN THE NEUSE RIVER BASIN CLEARING CONSTRUCTION PRIVATE WASTEWATER DISPOSAL SYSTEMS AND/OR OTHER USES WITHIN 50' OF THE STREAM MAY BE RESTRICTED ACCORDING TO STATE OR FEDERAL WATER QUALITY REGULATIONS. CONSULT WITH THE N.C. DIVISION OF WATER QUALITY FOR MORE INFORMATION.

NOTE "H"

THIS PROPERTY IS NOT WITHIN A SPECIAL FLOOD HAZARD ZONE FOR FLOOD INSURANCE RATE MAP NUMBER 310888000A, EFFECTIVE DATE: EFFECTIVE DATE: NOVEMBER 12, 2017.

NOTE "I"

CLEARING, CONSTRUCTION, PRIVATE WASTEWATER DISPOSAL SYSTEMS AND/OR OTHER USES WITHIN THE STREAM BUFFERS SHOWN HEREON ARE RESTRICTED PURSUANT TO ARTICLE 8 SECTION 23.7 OF THE ORANGE COUNTY ZONING ORDINANCE. NO LOT DEVELOPMENT, CLEARING, INSTALLATION OF SEPTIC AND/OR WELL ALLOWED WITHOUT FIELD APPLICATION OF STREAM BANK. SEE ORANGE COUNTY UNIFIED DEVELOPMENT CODE (UDC) ARTICLE 8 SECTION 8.13 (UDC) ARTICLE 8 SECTION 8.13 (UDC).

NOTE "J"

THIS PROPERTY IS WITHIN THE NEUSE RIVER BASIN AND LOWER END PROTECTED WATERSHED (L-ENP) ALLOWABLE IMPERVIOUS SURFACE LIMIT PER LOT

NOTE "K"

SEE PLAN ENTITLED "PROPERTY OF ROGER L. MARSHALL" BY STEVE THAMER, PLS DATED 03/22/2021 RECORDED IN PG 71/24

NOTE "L"

CURRENT ZONING: R1 SETBACKS ARE AS FOLLOWS: 30' FRONT 30' CORNER SIDE 15' REAR 25' BUILDING HEIGHT (MAX) 120' US HWY 70 BUILDING SETBACK

NOTE "M"

TO FOOT UTILITY EASEMENT TO BE PLACED ALONG THE ROAD FRONTAGE OF ALL LOTS INCLUDING OPEN SPACE AND STORMWATER LOTS FOR THE ACCESS AND MAINTENANCE OF PUBLIC UTILITIES.

NOTE "N"

LOTS 1, 2, 3 AND 20 - WELLS SERVING THESE LOTS ARE ALLOWED TO BE PLACED IN THE OPEN SPACE AREA. NO WELLS ARE ALLOWED IN OPEN SPACE ACCESS EASEMENTS. NO WELLS ARE ALLOWED WITHIN 50' OF THE PARCEL TRACT BOUNDARY. NO WELLS ARE ALLOWED IN THE STREAM BUFFERS. (SEE NOTE "J")

NOTE "O"

THE DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS ASSIGNS NO RESPONSIBILITY FOR OPERATION, MAINTENANCE, OR LIABILITY ASSOCIATED WITH ANY AND ALL STORM WATER CONTROLS LOCATED OUTSIDE OF THE STREETS TO THE STATE SYSTEM. THE PROPERTY OWNERS SHALL EXECUTE A FINANCIAL OPERATION AND MAINTENANCE AGREEMENT FOR ALL STRUCTURAL IMPROVEMENTS TO THE STREETS FOR MAINTENANCE AND OPERATION OF THE SAME. THE OPERATION AND MAINTENANCE AGREEMENT, HEREBY REFERENCED, SHALL BE RECORDED WITH THE COUNTY REGISTER OF DEEDS.

NOTE "P"

THE OPERATION FUND LOCATED ON THE STORMWATER LOT SHALL BE AVAILABLE FOR THE FIRE SUPPRESSION NEEDS OF ORANGE COUNTY AND THE TWO VOLUNTEER FIRE DEPARTMENTS IN PERPETUITY.

NOTE "Q"

LOTS 1, 2, 3 AND LOTS 17, 18, 19 AND 20 WILL NEED TO PROVIDE STORMWATER MANAGEMENT ON AN INDIVIDUAL LOT BASIS TO MEET THE STORMWATER MANAGEMENT REQUIREMENTS OF THE ORANGE COUNTY UNIFIED DEVELOPMENT CODE (UDC) SECTION 8.13 (UDC) SECTION 8.13 (UDC).

IMPERVIOUS SURFACE AREA SUMMARY

TOTAL PROJECT AREA: 41.97 ACRES  
MAX ALLOWABLE IMPERVIOUS SURFACE AREA (ISA) = 30%

TOTAL MAX ALLOWABLE IMPERVIOUS SURFACE AREA (ISA) = 458,156.57 SF

IMPERVIOUS SURFACE AREA ALLOCATIONS

LOT#	LOT AREA (AC)	ALLOWED ISA PER STORMWATER DESIGN
1	1.58	3,850 SF
2	1.29	3,850 SF
3	1.87	3,850 SF
4	1.27	3,850 SF
5	1.26	3,850 SF
6	1.56	3,850 SF
7	1.14	3,850 SF
8	1.14	3,850 SF
9	1.07	3,850 SF
10	1.41	3,850 SF
11	1.23	3,850 SF
12	1.17	3,850 SF
13	1.03	3,850 SF
14	0.88	3,850 SF
15	1.12	3,850 SF
16	1.00	3,850 SF
17	1.35	3,850 SF
18	1.38	3,850 SF
19	1.56	3,850 SF
20	1.47	3,850 SF

TOTAL FOR LOTS: 179,000 SF

ADDITIONAL ALLOCATION HELD BY THE HOA FOR FUTURE IMPERVIOUS AREAS ON LOTS 1-20: 20,000 SF

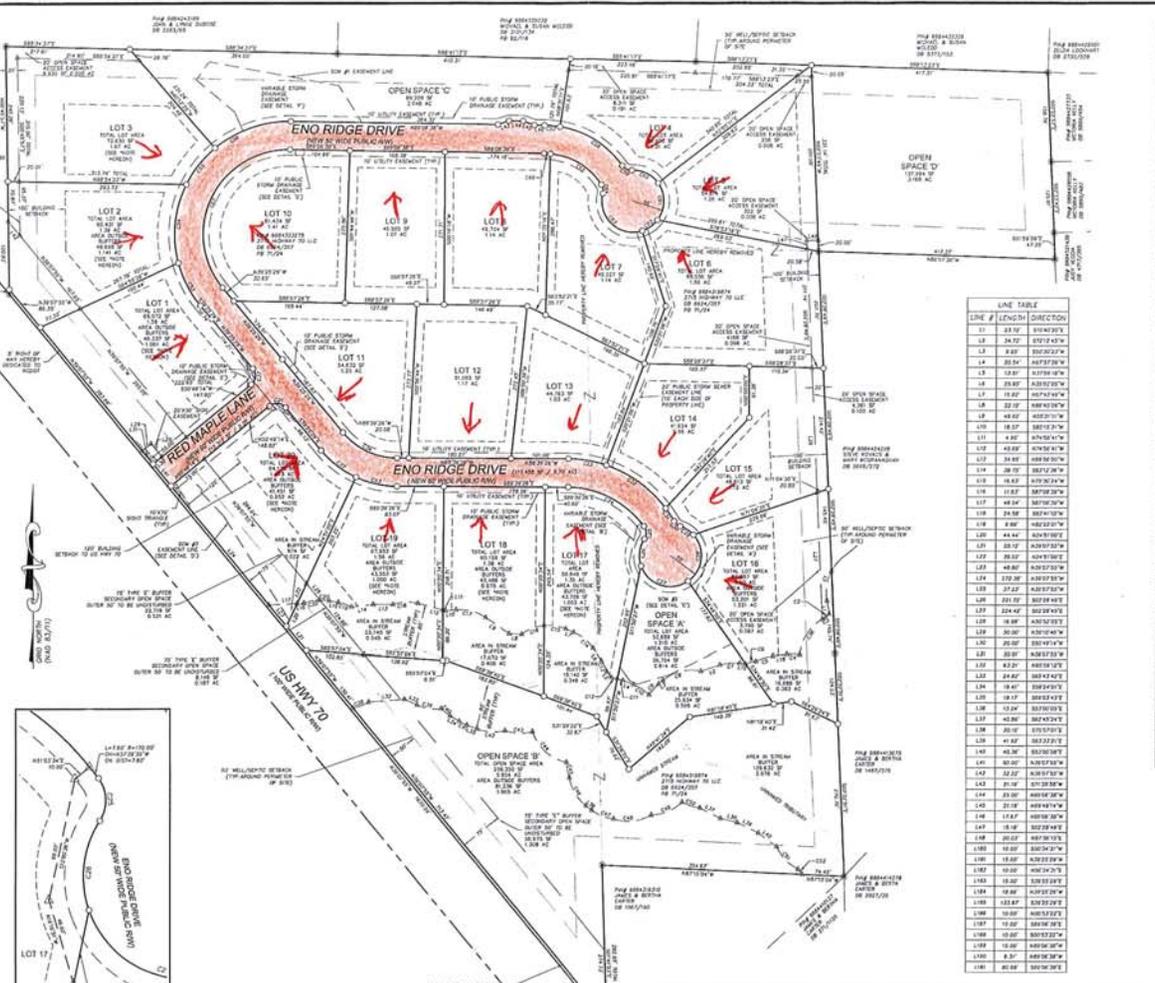
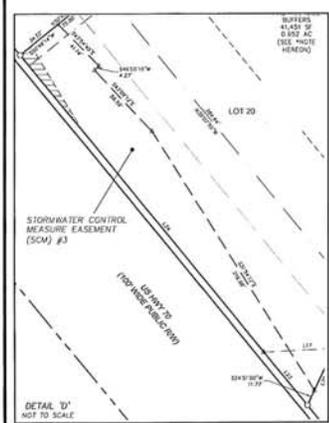
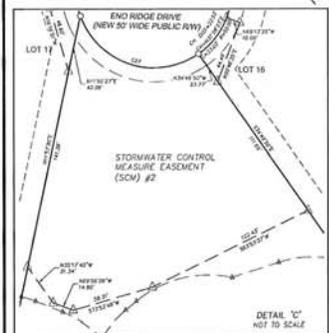
TOTAL ISA FOR PUBLIC STREETS WITHIN R/W 58,810 SF

REMAINING ALLOCATION TO BE HELD BY THE HOA FOR FUTURE ADDITIONAL IMPERVIOUS COVER ALLOWED WITHIN THE COMMON AND OPEN SPACE AREAS: 482,246 SF

NOTE: ANY ADDITIONAL ISA ADDED TO INDIVIDUAL LOTS (BEYOND THE ALLOWED 3,850 SF) WILL REQUIRE ADDITIONAL STORMWATER CONTROL MEASURES TO BE INSTALLED FOR REVIEW AND APPROVAL BY ORANGE COUNTY.

FOR MULTIPLE PLS SHEET  
SEE BOOK 6705 PAGE 305

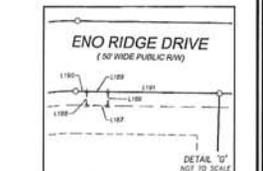
*Blair*  
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4544  
DESIGN AND ENGINEERING SERVICES, PLLC  
PLM LICENSE NUMBER P-0339



**LINE TABLE**

LINE #	LENGTH	DIRECTION
1.0	1.00	000°00'00" E
1.1	1.00	000°00'00" E
1.2	1.00	000°00'00" E
1.3	1.00	000°00'00" E
1.4	1.00	000°00'00" E
1.5	1.00	000°00'00" E
1.6	1.00	000°00'00" E
1.7	1.00	000°00'00" E
1.8	1.00	000°00'00" E
1.9	1.00	000°00'00" E
1.10	1.00	000°00'00" E
1.11	1.00	000°00'00" E
1.12	1.00	000°00'00" E
1.13	1.00	000°00'00" E
1.14	1.00	000°00'00" E
1.15	1.00	000°00'00" E
1.16	1.00	000°00'00" E
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1.197	1.00	000°00'00" E
1.198	1.00	000°00'00" E
1.199	1.00	000°00'00" E
1.200	1.00	000°00'00" E

**ENVOI RIDGE DRIVE (50' WIDE PUBLIC R/W)**



**NOTE:** LOTS 1, 2, 3, 11, 16, 19 AND 20 (OWNERS) ARE REQUIRED TO BE RE-EVALUATED OR REAPP'Y FOR SEPTIC/TANK LOCATIONS TO ENSURE CONFLICT(S) WITH ANY ALL PROPOSED MEASURES (SCM'S) ARE ADRESSED PRIOR TO THE COMMENCEMENT OF EARTH DISTURBING ACTIVITY.

**LEGEND**

- PROPERTY LINE
- STUFFY EASEMENT
- EDGE OF ANY LINE
- BUFFER

**GRAPHIC SCALE**  
1 inch = 100 ft

**FOR MULTIPLE PEN SHEET**  
SEE BOOK 6702, PAGE 405

**PROJECT NO. 18-0248**  
SHEET 6 OF 9

**DATE: 1/25/2021**  
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER: L-1454  
RWLS  
SURVEY DESIGN AND ENGINEERING SERVICES, PLLC  
P.L.C. LICENSE NUMBER P-5339

**COMPASS ADDRESS:** 2112 HIGHTWAY 70, LENOIR, NC 28645

**OWNER:** CATES LANDING SUBDIVISION

**DESIGNER:** SURVEY DESIGN AND ENGINEERING SERVICES, PLLC

**PROJECT MANAGER:** [Name]

**DATE:** 1/25/2021

**PROJECT NO. 18-0248**

**SHEET 6 OF 9**



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

September 20, 2023

**ORANGE COUNTY**

Ms. Bonnie Hammersley  
County Manager  
Orange County  
P.O. Box 8181  
Hillsborough, North Carolina 27278

SUBJECT: Request for Road Addition  
**Eno Ridge Drive, (0.40 mile)**  
**Red Maple Lane, (0.05 mile)**  
**Cates Landing Subdivision**

Dear Ms. Hammersley,

Please find attached, Form SR-4 Secondary Road Addition Investigation Reports, Form SR-1 Petition for Road Addition, recorded plat, and a location map for the above subject.

This is being forwarded to you for consideration by your Board of Commissioners.

Sincerely,

DocuSigned by:

*C. N Edwards Jr., PE*

C80BB8080F8A458...

C.N. Edwards, Jr., P.E.  
District Engineer

Attachments  
CNE

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Orange Co. File No: O-23-07 Date: 09/19/23  
 Township: Eno Div. File No: \_\_\_\_\_ Div. No: \_\_\_\_\_

Local Name: Eno Ridge Drive Subdivision Name: Cates Landing  
 Length: .40 Surface 20' Surface S-9.5B Good  
 (miles) Width: \_\_\_\_\_ Type: \_\_\_\_\_ PVMT Condition: \_\_\_\_\_  
 Surface 2" Base ABC Base 8"  
 Thickness \_\_\_\_\_ Base Type \_\_\_\_\_ Thickness \_\_\_\_\_

\*Bridges Yes \_\_\_ No X \* Pipe > 48" Yes \_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes  
 Recording Date: 02/26/21 Book: 123 Page: 34-35  
 Number of homes having entrances into road: 20  
 Other uses having entrances into road: \_\_\_\_\_

Right-of-Way Width: 50' If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? \_\_\_\_\_

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ \_\_\_\_\_

Grade, drain, stabilize: \$ \_\_\_\_\_ Drainage: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Remarks and Recommendations: Meets requirements. Recommend addition

Submitted by: \_\_\_\_\_ Reviewed and Approved: \_\_\_\_\_  
DISTRICT ENGINEER DATE DIVISION ENGINEER DATE

Reviewed and Approved Signature and Date

BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

	Do not write in this space- For Use by Secondary Roads Unit          Petition #
--	---



Date Petition Received by NCDOT: 06/12/2023

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: ORANGE Road Name: ENO RIDGE DRIVE  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: CATES LANDING Length (miles): 0.43

Number of occupied homes having street frontage: 20 Located (miles): 0.51

miles N  S  E  W  of the intersection of Route US70 and Route SR1561.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of CATES LANDING in ORANGE County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name and Signature: JAMES WARDLOR JR Phone Number: 919-732-3883

Street Address: 320 EXECUTIVE COURT, HILLSBOROUGH NC 27278

Mailing Address: SAME

**PROPERTY OWNERS**

<u>Printed Name and Signature</u>	<u>Mailing Address</u>	<u>Telephone</u>
<u>James Wardlor Jr</u>	<u>320 Executive Court Hillsborough NC 27278</u>	<u>919-732-3883</u>

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:**

Date Petition Received by NCDOT: \_\_\_\_\_

Please check the appropriate block:

- Rural Road     Subdivision platted prior to October 1, 1975     Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
ENO Ridge Drive - 18		2065'			
RED MAPLE LANE - 2		225'			



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

DATE: September 19, 2023  
TO: Charles N. Edwards, Jr., PE  
FROM: Sandra Taylor, Real Property Agent II  
SUBJECT: Addition to the System      Eno Ridge Drive, Cates Landing Subdivision  
Orange County

I have examined the plats in the Orange County Registry furnished by your office. Based on my examination of the plats, it appears the Right of Way for **Eno Ridge Drive, Cates Landing Subdivision, Orange County**, is as follows, as well as utility easements and sight distances as shown on the plats, if any.

**Eno Ridge Drive**  
(PB 123, PG 34-35)

**50'**

If you require any additional information, please feel free to contact me.

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY UNIT  
P.O. BOX 14996  
GREENSBORO, NC 27415-4996

*Telephone:* 743-902-5100  
*Fax:* 743-902-5101  
*Customer Service:* 1-877-368-4968  
*Website:* ncdot.gov

*Location:*  
1101 EAST WENDOVER AVENUE  
SUITE 200  
GREENSBORO, NC 27405



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

DATE: September 19, 2023  
TO: Charles N. Edwards, Jr., PE  
FROM: Sandra Taylor, Real Property Agent II  
SUBJECT: Addition to the System Red Maple Lane, Cates Landing Subdivision  
Orange County

I have examined the plats in the Orange County Registry furnished by your office. Based on my examination of the plats, it appears the Right of Way for **Red Maple Lane, Cates Landing Subdivision, Orange County**, is as follows, as well as utility easements and sight distances as shown on the plats, if any.

**Red Maple Lane**  
(PB 123, PG 34-35)

50'

If you require any additional information, please feel free to contact me.

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY UNIT  
P.O. BOX 14996  
GREENSBORO, NC 27415-4996

*Telephone:* 743-902-5100  
*Fax:* 743-902-5101  
*Customer Service:* 1-877-368-4968

*Website:* [ncdot.gov](http://ncdot.gov)

*Location:*  
1101 EAST WENDOVER AVENUE  
SUITE 200  
GREENSBORO, NC 27405

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** December 12, 2023

**Action Agenda  
Item No. 8-k**

**SUBJECT:** Construction Contract with HGS, LLC T/A RES Environmental Operating Company, LLC for the Gravelly Hill Middle School (GHMS) Stormwater Wetland Retrofit Project

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**DEPARTMENT:** Planning and Inspections

**ATTACHMENT(S):**

1. DRAFT Construction Agreement Over \$250,000 – GHMS Wetland Retrofit Project
2. Bid Tabulation – ITB 367-OC5395

**INFORMATION CONTACT:**

Christopher Sandt, County Engineer,  
919-245-2583  
Cy Stober, Planning Director, 919-245-2585  
Wesley Poole, Water Resources  
Coordinator, 919-245-2513  
David Stancil, Environment,  
Agriculture, Parks and Recreation  
Director, 919-245-2522

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**PURPOSE:** To approve a construction contract in the amount of \$286,820.84 with HGS, LLC T/A RES Environmental Operating Company, LLC for the Gravelly Hill Middle School Stormwater Wetland Retrofit Project.

**BACKGROUND:** Gravelly Hill Middle School (GHMS) is located at 4801 West Ten Road in Efland, North Carolina (PIN 9844057652). Orange County Schools (OCS) operates and maintains the middle school and all of the associated buildings and infrastructure located on the school site. OCS leases the Gravelly Hill Middle School site from Orange County. Orange County is the owner of the property and will serve as the Project Manager for the proposed Gravelly Hill Middle School Stormwater Wetland Retrofit Project (hereafter ‘the Project’).

Orange County is a member of the Upper Neuse River Basin Association (UNRBA), a regional partnership consisting of local governments, regulators, and environmental advocacy groups created in 1996 to help improve and preserve the water quality of the Upper Neuse River Basin. In 2021, the Board of the UNRBA voted unanimously to move forward with an Interim Alternative Implementation Approach (IAIA) to invest a combined \$1.5 million each year in water quality projects and activities to reduce nutrient contribution from urbanized land located in the 770-square-mile Falls Lake watershed. The IAIA is intended to help local governments that are regulated under the Falls Lake Nutrient Management Strategy comply with Stage I Existing Development requirements (Falls Lake Existing Development Rule) and help improve Falls Lake’s long-term ability to provide safe drinking water, wildlife habitat, and recreation. Orange County has committed to investing funds each fiscal year to design and construct stormwater management improvements for existing developments located on Orange County-owned properties. These stormwater management improvements include the incorporation of newly

constructed stormwater management practices and/or retrofits to existing facilities to help improve the quality of existing stormwater runoff from those existing facilities.

The Project is a proposed retrofit to an existing facility that is located on Orange County property. An existing legacy stormwater basin located on the Gravelly Hill Middle School property was initially constructed in 2005 as a temporary sediment basin for erosion and sedimentation control purposes. The basin structure remained in place as a supplementary stormwater treatment basin upon completion of the school construction project and was never formally converted to a state-compliant permanent Stormwater Control Measure (SCM). Over the years, the existing legacy stormwater basin has become severely overgrown with native and non-native vegetation, and has experienced structural deterioration and heavy sedimentation throughout the basin structure. The Project will focus on rehabilitating and converting the existing legacy stormwater basin to a stormwater wetland in conformance with state standards (i.e., 15A NCAC 02H .1054 - Minimum Design Criteria for Stormwater Wetlands) and guidance as provided in the NCDEQ Stormwater Design Manual, Part C-4. The Project will help provide long-term water quality benefits to Orange County and will also offer an important opportunity to educate the general public and the students/staff at Gravelly Hill Middle School about stormwater management and the benefits of protecting, restoring, or constructing new wetlands within the local watershed. The Project is funded via IAIA funds as part of Orange County's ongoing membership with the UNRBA and Orange County's obligation to maintain joint compliance with the Falls Lake Rules' Existing Development requirements.

On August 11, 2023, Orange County published Invitation to Bid (ITB) No. 367-OC5395 for the Project. On September 6, 2023, Orange County received two (2) qualified bids from licensed contractors for construction of the Project. HGS, LLC T/A RES Environmental Operating Company, LLC was the lowest responsive and responsible bidder with a bid price of \$286,820.84. Attachment 2 is a copy of the Bid Tabulation for the Project.

The anticipated timeline for construction completion is approximately 110 calendar days following the pending Notice of Award and dependent on weather conditions during the construction phase.

The County's primary draft agreement for the Project is provided at Attachment 1. A complete copy of the draft 350-page construction agreement may be accessed at the following link: <https://orangecountync.gov/Wetland>

**FINANCIAL IMPACT:** Through prior years budgeting and current year budgeting, the Board has appropriated sufficient budget for construction of the Project. A total of \$316,188.03 is currently available to support the Project, with smaller related projects that are pending expenditures from that balance. The pending negotiated construction contract will not exceed the appropriated budget for the Project.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

**ENVIRONMENTAL IMPACT:** The following Orange County Environmental Responsibility Goal impact is applicable to this item:

- **RESULTANT IMPACT ON NATURAL RESOURCES AND AIR QUALITY**

Assess and where possible mitigate adverse impacts created to the natural resources of the site and adjoining area. Minimize production of greenhouse gases.

**RECOMMENDATION(S):** The Manager recommends that the Board:

1. Authorize the County Manager and staff to negotiate a final construction contract for the Project with HGS, LLC T/A RES Environmental Operating Company, LLC;
2. Authorize the Board Chair to execute the final construction contract for the Project on behalf of the Board, contingent upon evidence of responsibility in the contractually required supplemental information to be provided by HGS, LLC T/A RES Environmental Operating Company, LLC, following the pending Notice of Award and subject to final review by the County Attorney; and
3. Authorize the County Manager to execute any subsequent construction contract amendments for the Project with HGS, LLC T/A RES Environmental Operating Company, LLC, on behalf of the Board, up to the approved and available budget amount and subject to final review by the County Attorney.

**[Departmental Use Only]**  
**TITLE GHMS Wetland Retrofit\_HGS**  
**FY 23-24**

**NORTH CAROLINA**

**CONSTRUCTION AGREEMENT OVER \$250,000.00**

**ORANGE COUNTY**

THIS CONSTRUCTION AGREEMENT (hereinafter called “Agreement”), made as of the 12th day of December, 2023, by and between HGS, LLC T/A RES Environmental Operating Company, LLC, (hereinafter called the “Contractor”), and Orange County, a political subdivision of the State of North Carolina, (hereinafter called the “County,” “Orange County,” or “Owner”).

**WITNESSETH:**

That the Contractor and the Owner, for the consideration herein named, agree as follows:

**1. CONTRACT DOCUMENTS; PRIORITY**

The Contract Documents consist of this Agreement, the General Conditions which are fully incorporated in this Agreement, the Request for Proposals, designer approved communications and field orders, the Proposal, Construction Documents and Drawings and Written Specifications. The Contract Documents form the Contract. In the event of any inconsistency between or among the Contract Documents the Contract Documents shall be interpreted in the following order of priority:

- a. This Agreement and incorporated General Conditions attached as Exhibit 1.
- b. Designer approved and stamped construction documents and drawings and written specifications.
- c. Designer approved communications and field orders.
- d. Request for Proposals and addenda thereto.
- e. Proposal.

**2. SCOPE OF WORK**

The Contractor shall furnish and deliver all of the materials, and perform, and be fully responsible for all of the Work required by this Agreement within the time period stipulated in a written Notice-to-Proceed to be executed by the Contractor and Owner and in accordance with the following enumerated documents, which are made a part hereof as if fully contained herein:

- a. Construction Drawings prepared by Timmons Group (Sheet No. 1 through Sheet No. 12 dated February 17, 2023)
- b. Written specifications prepared by the Designer.
- c. HGS, LLC T/A RES Environmental Operating Company, LLC proposal dated September 5, 2023 which fully describes the work to be performed, such work (hereinafter called the “Work”).

- d. Related documents listed under Section 1 above.

### **3. TERM AND SCHEDULING**

- a. The Contractor agrees to commence work pursuant to the written Notice-to Proceed.
- b. The Contractor agrees to complete substantially all Work included by April 1, 2024.
- c. Time is of the essence with respect to all dates specified in the Contract Documents as Completion Dates.
- d. The Contractor shall perform the Work in the time, manner and form required by the Contract Documents and as stipulated in a written Notice-to-Proceed to be executed by the Contractor and Owner.

### **4. STANDARD OF CARE AND DUTIES OF CONTRACTOR**

- a. The Contractor shall exercise reasonable care and diligence in performing the Work in accordance with the generally accepted standards of this type of Contractor practice throughout the United States and in accordance with applicable federal, state and local laws and regulations applicable to the performance of these services. Contractor is solely responsible for the professional quality, accuracy and timely completion and submission of all work.
- b. The Contractor shall not load or permit any part of the Work to be loaded with a weight that will endanger its safety, intended performance or configuration.
- c. Contractor shall be responsible for all Contractor, Subcontractor, and Sub-subcontractor errors or omissions, in the performance of the Agreement together with the errors and omissions of any agent or employee of the Contractor or any Subcontractor or Sub-subcontractor. Contractor shall correct any and all errors, omissions, discrepancies, ambiguities, mistakes or conflicts at no additional cost to the Owner.
- d. Contractor is an independent contractor of Owner. Any and all employees of the Contractor engaged by the Contractor in the performance of any work or services required of the Contractor under this Agreement, shall be considered employees or agents of the Contractor only and not of the Owner, and any and all claims that may or might arise under any workers compensation or other law or contract on behalf of said employees while so engaged shall be the sole obligation and responsibility of the Contractor.
- e. Contractor shall at all times remain in compliance with all applicable local, state, and federal laws, rules, and regulations including but not limited to all state and federal non-discrimination laws, policies, rules, and regulations and the Orange County Non-Discrimination Policy and Orange County Living Wage Policy (each policy is incorporated herein by reference and may be viewed at [http://www.orangecountync.gov/departments/purchasing\\_division/contracts.php](http://www.orangecountync.gov/departments/purchasing_division/contracts.php)). Any violation of the Orange County Non-Discrimination Policy is a breach of this Agreement and County may immediately terminate this Agreement without further obligation on the part of the County. This paragraph is not intended to limit and does not limit the definition of breach to discrimination.

- f. If activities related to the performance of this Agreement require specific licenses, certifications, or related credentials Contractor represents that it and its employees, agents and subcontractors engaged in such activities possess such licenses, certifications, or credentials and that such licenses certifications, or credentials are current, active, and not in a state of suspension or revocation.
- g. The Contractor shall supervise and direct the Work efficiently and with the Contractor's best skill and attention. Except as specifically set forth in the Contract Documents the Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction, and for safety precautions and programs in connection with the Work. The Contractor shall be responsible to see that the finished Work complies accurately with the Contract Documents.
- h. The Contractor shall appoint a competent Project Manager with general authority to manage the Project for the Contractor. The Contractor shall also keep on the Project at all times during the Work of the Contractor a competent Resident Superintendent and necessary assistants who shall not be replaced without prior written approval by the Designer or by the Owner if a Designer is not retained for the Project.
- i. If, in the opinion of the Designer, any Subcontractor on the Project is incompetent or otherwise unsatisfactory, such Subcontractor shall be replaced by the Contractor with no increase in the Contract Price if and when directed by the Designer.
- j. The Contractor shall attend all progress conferences and all other meetings or conferences. The Contractor shall be represented at these progress conferences by a representative having the authority of the Project Manager and by such other representatives as the Designer may direct.
- k. Costs and expenses of providing samples for and assistance in any testing shall be borne by the Contractor. Any Work in which untested materials are used without written approval or written permission of the Owner or Designer shall be removed and replaced at Contractor's expense.
- l. The Contractor shall obtain all necessary permits including all permits required to complete the Work in compliance with local, state, and federal law.

## 5. PAYMENT & TAXES

- a. The Owner hereby agrees to pay to the Contractor for the faithful performance of this Agreement, and the Contractor hereby agrees to perform all of the Work for a sum not-to-exceed TWO HUNDRED EIGHTY SIX THOUSAND EIGHT HUNDRED TWENTY AND 84/100 Dollars (\$286,820.84). Not later than the fifth (5th) day of each calendar month the Contractor shall submit to the Owner's Representative, generally the Designer if a Designer is retained on the Work, a Request for Payment for work done during the previous calendar month.
  - (i) The Request for Payment shall be in form of a standardized invoice or AIA Document G702-703 appropriately addressed to Owner's Representative at ATTN: Christopher J. Sandt, P.E., 131 West Margaret Lane, 2<sup>nd</sup> Floor, Hillsborough, NC 27278 and shall show substantially the value of work done during the previous calendar month.
  - (ii) The amount due for payment shall be ninety-five percent (95%) of the value of work completed since the last Request for Payment and this amount shall be paid by the Owner

on or before the last business day of the month. Owner shall retain five percent (5%) (the "Retainage").

- (1) Upon Owner's Representative's certification that fifty percent (50%) of the Work has been satisfactorily completed Retainage shall be reduced to two and one half percent (2½%).
  - (2) Upon Owner's Representative's certification that ninety percent (90%) of the Work has been satisfactorily completed Retainage may be discontinued. Retainage may be discontinued, at Owner's Discretion, so long as work continues to be completed satisfactorily and on schedule.
  - (3) The Owner may discontinue withholding retainage in accordance with the provisions of NCGS-143-(b1)(2) when the project is 50% complete.
- (iii) Final payment shall not be due to the Contractor until thirty (30) days after Final Completion of the Work, including punch list work, has been satisfactorily (as determined by the County) completed and an appropriate Affidavit, Indemnification, and Release as required in Section 5.4(e) of Exhibit 1 has been received and approved by Owner.
- b. Should Owner reasonably determine that Contractor has failed to perform the Work related to a Request for Payment, Owner, at its discretion may provide the Contractor ten (10) days to cure the breach. Owner may withhold the accompanying payment without penalty until such time as Contractor cures the breach.
- (i) Should Contractor or its representatives fail to cure the breach within ten (10) days, or fail to reasonably agree to such modified schedule, Owner may immediately terminate this Agreement in writing, without penalty or incurring further obligation to Contractor.
  - (ii) This section shall not be interpreted to limit the definition of breach to the failure to perform the Work related to a Request for Payment.
- c. The Contractor has included in the Contract Price and shall pay all taxes assessed by any authority on the Work or the labor and materials used therein. It shall be the Contractor's responsibility to furnish the Owner documentary evidence showing the materials used and sales and use tax paid by the Contractor and each of its subcontractors.
- d. Should the Owner receive notice that the Contractor has failed to pay a Subcontractor for the Work performed related to a Request for Payment, Owner shall have the authority to withhold payment of the disputed amount until parties resolve their dispute. Failure to pay the Contractor pursuant to this section of the Agreement shall not be deemed to be a breach of the Agreement.

## **6. NON-APPROPRIATION**

- a. Contractor acknowledges that Owner is a governmental entity, and the validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate.
- b. In the event that public funds are unavailable or not appropriated for the performance of Owner's obligations under this Agreement, then this Agreement shall automatically expire without

penalty to Owner immediately upon written notice to Contractor of the unavailability or non-appropriation of public funds. It is expressly agreed that Owner shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement.

- c. In the event of a change in the Owner's statutory authority, mandate or mandated functions, by state or federal legislative or regulatory action, which adversely affects Owner's authority to continue its obligations under this Agreement, then this Agreement shall automatically terminate without penalty to Owner upon written notice to Contractor of such limitation or change in Owner's legal authority.

## 7. NOTICES

Any notice required by this Agreement shall be in writing and delivered by certified or registered mail, return receipt requested to the following:

Owner:	Contractor:
Orange County	James Poe, Client Solutions Manager
Attn: Christopher J. Sandt, P.E.	HGS, LLC
P.O. Box 8181	3600 Glenwood Avenue, Suite 100
Hillsborough, NC 27278	Raleigh, NC 27612

## 8. MISCELLANEOUS

- a. Duties and Obligations imposed by the Contract Documents shall be in addition to any Duties and Obligations imposed by state, federal or local law, rules, regulations and ordinances.
- b. No act or failure to act by the Owner or Contractor shall constitute a waiver of any right or duty granted them under the Contract Documents, nor shall any act or failure to act constitute any approval except as specifically agreed in writing.
- c. The Work shall be tested and inspected as required by the Contract Documents and as required by law. Unless prohibited by law the costs of all such tests and inspections related to state and federal codes such as ADA, Administrative, Electrical, Plumbing, Mechanical and Building Codes shall be borne by the Contractor. The costs for material and structural testing shall be conducted by an independent third party at the expense of the Owner. Delays related to any of the aforementioned tests and inspections shall not be grounds for delaying the completion of the work. If any such tests and inspections reveal deficiencies in the Work such that the Work does not comply with terms or requirements of the Contract Documents and the requirements of any code or law the Contractor is solely responsible for the cost of bringing such deficiencies into compliance with the terms of the Contract Documents and any code or law.
- d. Should the Designer, if a Designer is retained for the project involving the Work, or Owner reject any portion of the Work for failing to comply with the Contract Documents Contractor shall immediately, at Contractor's expense, correct the Work. Any such rejection may be made before or after substantial completion. If applicable, any additional expense borne by the Designer under this section shall be paid at Contractor's expense.
- e. The County has designated (*Christopher J. Sandt, P.E.*) to act as the County's representative with respect to the Project and shall have the authority to render decisions within guidelines established by the County Manager or the County Board of Commissioners and shall be available

during working hours as often as may be reasonably required to render decisions and to furnish information.

- f. The Contractor shall not assign any portion of this Agreement nor subcontract the Work in its entirety without the prior written consent of the Owner.
- g. In the event of a breach by Contractor Owner has sole authority to determine the reasonableness of Contractor's actions to remedy such breach or complete the performance of its obligations.
- h. Upon request of the Owner, the Contractor shall submit to County all relevant documentation, including but not limited to, job cost records, to support its claims for final compensation and if such request is made final compensation shall not be due until all relevant documentation is received, reviewed, and approved by Owner.

## **9. CONSEQUENTIAL DAMAGES**

- a. Owner and Contractor mutually waive any claim against each other for consequential damages. Consequential Damages include:
  - (i) Damages incurred by Owner for loss of use, income, financing, or business.
  - (ii) Damages incurred by Contractor for office expenses, including personnel, loss of financing, profit, income, business, damage to reputation, or any other non-direct damages.

## **10. ENTIRE AGREEMENT**

All of the documents listed, referenced or described in this Agreement, the written Notice-to-Proceed, together with Modifications made or issued in accordance herewith are the Contract Documents, and the work, labor, materials, and completed construction required by the Contract Documents and all parts thereof is the Work. The Contract Documents constitute the entire agreement between Owner and Contractor. This Agreement may be amended only by written instrument signed by both parties. Modifications may be evidenced by facsimile signatures. If any provision of the Agreement or General Conditions shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.

[SIGNATURE PAGE TO FOLLOW]

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the day and date first above written in a number of counterparts, each of which shall, without proof or accounting for other counterparts, be deemed an original contract.

**ORANGE COUNTY:**

**CONTRACTOR:**

By: \_\_\_\_\_  
Chair, Orange County Board of County  
Commissioners

By: \_\_\_\_\_  
James Poe, Client Solutions Manager  
*Printed Name and Title*



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Insurance Services West, Inc. Denver CO Office 1900 16th Street, Suite 1000 Denver CO 80202 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (303) 758-7688      FAX (A/C. No.): (303) 758-9458		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> HGS, LLC dba RES Environmental Operating Company, LLC 3600 Glenwood Avenue, Suite 100 Raleigh NC 27612 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: Zurich American Ins Co		16535
	INSURER B: Scottsdale Ins Company		41297
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

**COVERAGES**      **CERTIFICATE NUMBER:** 570102284001      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			VRS0006957	10/01/2023	10/01/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$350,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Deductible \$25,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 8633906 - 03	10/08/2023	10/08/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			VES0004308	10/01/2023	10/01/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 Automobile Excess Limit \$9,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC863390703	10/08/2023	10/08/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	Environmental Contractors and Prof			VRS0006957 Prof/Poll - Claims Made	10/01/2023	10/01/2024	Ea Claim / Cvg \$1,000,000 Aggregate \$2,000,000 Deductible \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: RES Project No. 109816, Project Name: Gravelly Hill Middle School Stormwater Wetland Retrofit Project, Project Site Location: NC. Orange County, its officers, agents and employees are included as Additional Insured in accordance with the policy provisions of the General Liability policy.

**CERTIFICATE HOLDER**

**CANCELLATION**

Orange County 300 West Tryon Street PO Box 8181 Hillsborough NC 27278 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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Holder Identifier :

570102284001

Certificate No :





**ADDITIONAL REMARKS SCHEDULE**

AGENCY Aon Risk Insurance Services West, Inc.		NAMED INSURED HGS, LLC dba RES Environmental Operating	
POLICY NUMBER See Certificate Number: 570102284001			
CARRIER See Certificate Number: 570102284001	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Named Insured Schedule

Bayou Paul Mitigation Area, LLC  
 Carolina Heelsplitter Conversation, LLC  
 CBAY-VA, LLC  
 Coastal Louisiana Resource, LLC  
 EBX-EM, LLC  
 EBX-GCW, LLC  
 EBX-Neuse I, LLC  
 EBX Mountain Run, LLC  
 EBX-Waccamaw, LLC  
 EBX Resource Banking, LLC  
 Ecological Restoration Services, LLC  
 Eighth Louisiana Resource, LLC  
 Environmental Banc Exchange, LLC (EBX)  
 Fifth Louisiana Resource, LLC  
 First California Resource, LLC  
 First Indiana Resource, LLC  
 First Louisiana Resource, LLC  
 RES Texas Mitigation, LLC  
 First Texas Resource, LLC  
 First Pennsylvania Resource, LLC  
 First West Virginia Resource, LLC  
 Fourth Louisiana Resource, LLC  
 HGS LLC dba RES Environmental Operating Company, LLC  
 Resource Project Specific Mitigation, LLC  
 RLF Angleton Properties, LLC  
 Second Louisiana Resource, LLC  
 Seventh Louisiana Resource, LLC  
 Sixth Louisiana Resource, LLC  
 Third Louisiana Resource, LLC  
 Third Texas Resource, LLC  
 Wingnut Interests, LLC  
 RES-Pac, Inc.  
 Louisiana Pecans, LLC  
 RES-Holding Company  
 Potamoi Holdings, LLC  
 RES Mitigation, LLC  
 GDS, LLC  
 Earthmark WV Mitigations, LLC  
 Chesapeake Wetland Mitigation Bank  
 Colonel Land, LLC  
 Bunker Root Bear Stand, LLC  
 Center for Restoration  
 Greenbanx, LLC  
 Red Brick Arrow, LLC  
 CAT Island Conservancy, LLC  
 RES Carolinas, LLC  
 RES Kentucky, LLC DBA Redwing Ecological Services  
 Headwater Management, LLC  
 RES Great Lakes, LLC  
 RES Florida, LLC



**DRAFT**

**INFORMATION ITEM**

Date Prepared: 12/05/23

Date Revised: 00/00/23

**BOCC Meeting Follow-up Actions**

<b>Meeting Date</b>	<b>Commissioner/ Sponsor</b>	<b>Description</b>	<b>Target Date</b>	<b>Department</b>	<b>Department Director Assigned</b>	<b>Status</b>	<b>Date Completed</b>
12/4/2023	Fowler & Greene	Investigate the Watershed II and Watershed IV rules and implications, and review the Chapel Hill Town Council meeting video to confirm/clarify information, as it relates to the proposed amendments to WASMPBA/Urban Services Boundary and provide information to the Board	2/2024	Planning & Inspections	Cy Stober	Planning staff to investigate Watershed provisions, review Town Council video, and provide information to the Board	



FINANCE *and* ADMINISTRATIVE SERVICES

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Gary Donaldson, CTP, Chief Financial Officer | [gdonaldson@orangecountync.gov](mailto:gdonaldson@orangecountync.gov) | PO Box 8181, Hillsborough, NC 27278 | 919.245.2453

To: Board of County Commissioners  
From: Gary Donaldson, Chief Financial Officer  
Date: December 12, 2023  
Re: Other Post-Employment Benefits Cash Flow

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At the November 9, 2023, work session, our actuary firm Cavanagh MacDonald provided an overview of our Other Post-Employment Benefits (OPEB) and our Net OPEB Liability (NOL).

There was an additional request to provide the NOL cash flow (County benefit payments for the OPEB liability). Cavanagh MacDonald has provided additional information in the following attachment. It is important to note that as part of the County's long-term planning, the County incorporates health-care trends information by Arthur J. Gallagher Insurance Co. as well.

<u>Year</u>	<u>Benefit Payments for Total Liability</u>
2022	3,974,566
2023	4,179,199
2024	4,298,866
2025	4,513,188
2026	4,721,876
2027	4,985,058
2028	5,225,664
2029	5,419,989
2030	5,685,301
2031	5,832,042
2032	6,119,494
2033	6,300,978
2034	6,327,304
2035	6,483,460
2036	6,563,876
2037	6,779,389
2038	6,988,928
2039	7,116,890
2040	7,432,918
2041	7,722,604
2042	7,911,798
2043	8,059,596
2044	8,110,272
2045	8,217,114
2046	8,330,402
2047	8,500,737



**Cavanaugh Macdonald**  
CONSULTING, LLC  
*The experience and dedication you deserve*

# Orange County Other Postemployment Benefits Plan

Valuation Results as of June 30, 2022

GASB 74/75 Results as of  
June 30, 2023 Measurement Date

November 9, 2023



**Youveak Yeng, ASA, MAAA**

- OPEB stands for **O**ther **P**ostemployment **B**enefits
- OPEB refers to benefits, other than pensions, that are paid in the period after employment. OPEB includes:
  - Postemployment healthcare benefits such as medical, dental, vision, hearing, etc., whether provided through a pension plan or separately; and
  - Other benefits such as death benefits, life insurance, disability, long-term care, etc., when provided separately from a pension plan.
- Orange County's OPEB benefits include medical, prescription drug, and a Health Savings Account contribution.



- Governmental Accounting Standards Board Statement No. 74 (GASB 74) Financial reporting for OPEB **plans** (a.k.a. the Irrevocable Trust).
  - We need 6/30 Trust information and employer amounts paid outside the Trust annually.
  - Some plans may need a blended discount rate developed. We call this the Single Equivalent Interest Rate or SEIR.
  - Effective starting with fiscal years after June 15, 2016.
  
- GASB 75: Accounting and financial reporting for **employers** who have OPEB plans.
  - Effective starting with fiscal years after June 15, 2017.
  
- Orange County receives a combined report meaning the GASB 74 and GASB 75 information uses the same measurement date.

# How Is the Liability Calculated?



- Liability calculations are based on the following:
  - Provisions of the plan
  - Demographics of active and retired employees
  - Benefit costs
  - Demographic and economic assumptions



# Basic Retirement Funding Formula



$$\text{C} + \text{I} = \text{B} + \text{E}$$

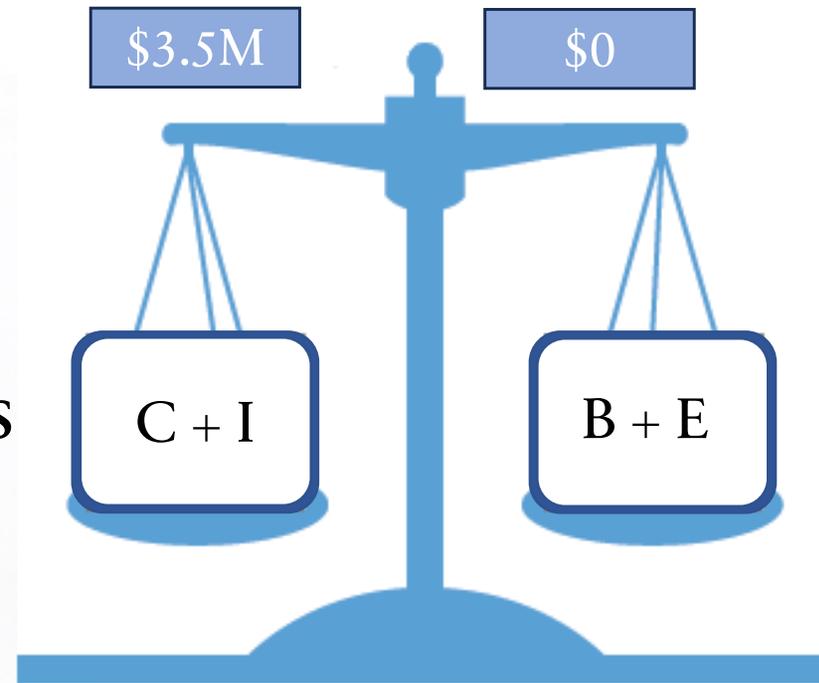
\$3.5M      \$0      \$3.5M      \$0

C = Contributions

I = Investment Income  
Earned on Contributions

B = Benefits Paid

E = Expenses (Admin Fees)

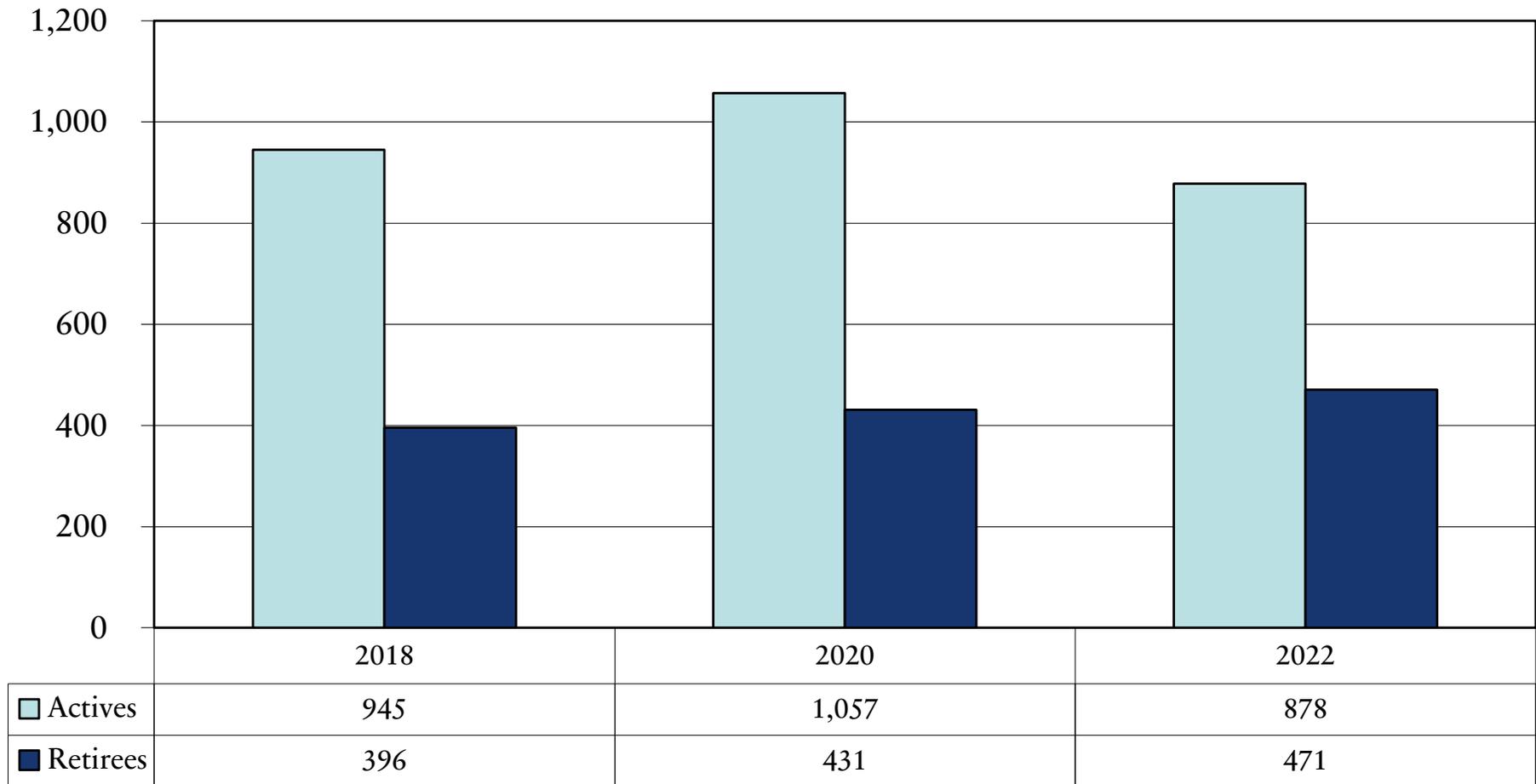


“Money In = Money Out”



- Permanent employees hired on or before 6/30/2012 who retire from Orange County and meet one of the following conditions:
  - A minimum of 10 years of service with Orange County
  - Age 65 with a minimum of 5 years of service with Orange County
  - Disabled retirement with a minimum of 5 years of service with Orange County
  
- Permanent employees hired after 6/30/2012 who retire from Orange County and meet one of the following conditions:
  - A minimum of 20 years of service with Orange County
  - Age 65 with a minimum of 10 years of service with Orange County
  - Disabled retirement with a minimum of 10 years of service with Orange County

# Active and Retired Membership

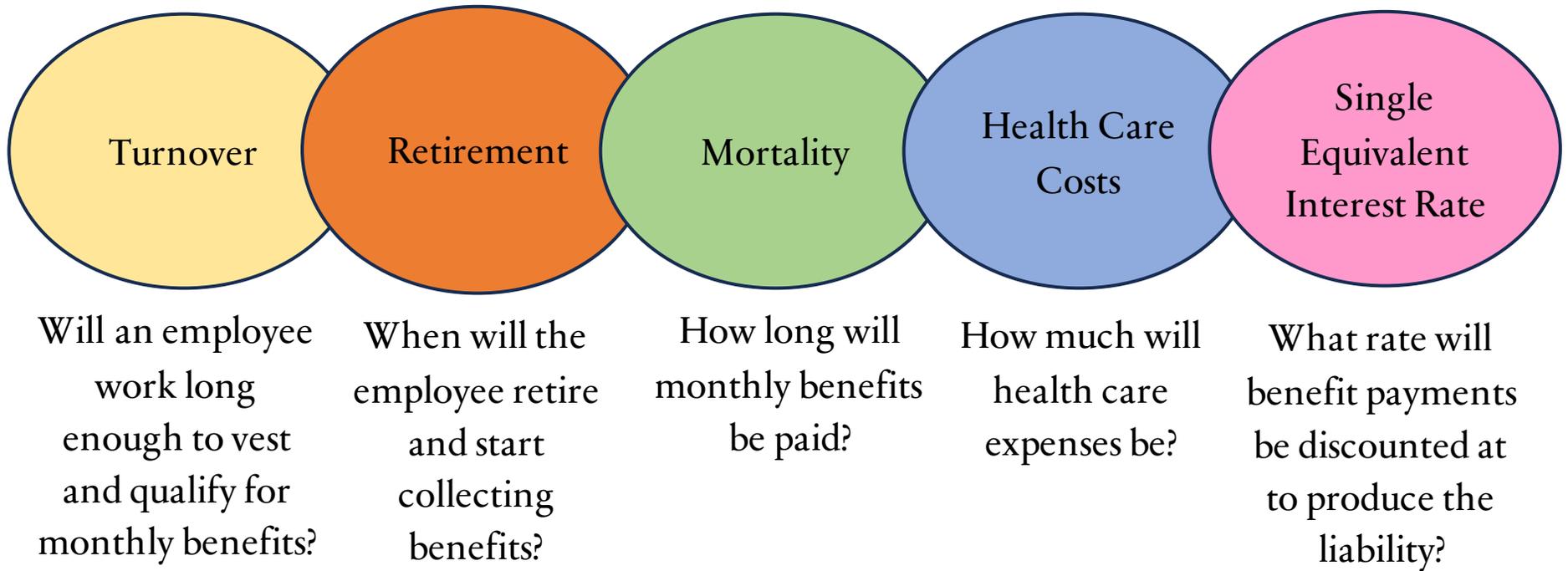


9.1% annual increase for retired members since 2018; 9.3% increase for 2022.



- If hired on or before 6/30/2012:
  - The County will contribute 100% towards the cost of medical coverage for retirees with 10 or more years of service at retirement.
  - The County will contribute 50% towards the cost of medical coverage for retirees age 65 and with 5-9 years of service at retirement.
  
- If hired after 6/30/2012:
  - The County will contribute 100% towards the cost of medical coverage for retirees with 20 or more years of service at retirement.
  - The County will contribute 50% towards the cost of medical coverage for retirees age 65 and with 10-19 years of service at retirement.
  
- Contribution to a health saving account for retirees on the high deductible health plan.





## Sensitivities

Healthcare Trend			
	1% Decrease	Current	1% Increase
Net OPEB Liability	\$102,072,143	\$120,541,187	\$144,161,457

Discount Rate			
	1% Decrease (2.65%)	Current (3.65%)	1% Increase (4.65%)
Net OPEB Liability	\$141,247,673	\$120,541,187	\$104,102,651





Changes in the Total OPEB Liability	
Total OPEB Liability June 30, 2022	\$132,737,808
Service Cost	4,123,410
Interest Cost	4,636,990
Benefit Payments	(3,529,472)
<u>Actual vs. Experience Deferred Outflows/Inflows</u>	
Demographic Changes	(5,590,403)
Health Care Costs	(10,534,054)
Actual vs. Expected Benefit Payments	(510,512)
<u>Assumption Deferred Outflows/Inflows</u>	
Health Care Trend Change	1,635,621
Single Equivalent Interest Rate Change	(2,046,466)
Total OPEB Liability June 30, 2023	\$120,922,922

Actuarial Concepts

Service Cost is one year's worth of liability for actives accruing age and service towards benefit eligibility

Interest Cost is one year's worth of interest on the beginning of year liability less interest on benefit payments made on based on the single equivalent interest rate

## Assumption Changes

- Pre-Medicare trend rates changed to 7% in 2022 decreasing to an ultimate rate of 4.5% by 2032
- Medicare trend rates changed to 5.125% in 2022 decreasing to an ultimate rate of 4.5% by 2025
- Single Equivalent Interest Rate increased from 3.54% to 3.65%

## Gains/Losses

- Gain due to reduction in active employee counts, offset by increase in retiree counts
- Gain due to very small increase in Medicare rates relative to expected increases



# GASB 74/75 – Collective Results



Valuation Date (VD):	June 30, 2022	June 30, 2020
Prior Measurement Date:	June 30, 2022	June 30, 2021
Measurement Date (MD):	June 30, 2023	June 30, 2022
Reporting Date (RD):	June 30, 2023	June 30, 2022
<b>Single Equivalent Interest Rate (SEIR):</b>		
Single Equivalent Interest Rate at Prior Measurement Date	3.54%	2.16%
Single Equivalent Interest Rate at Measurement Date	3.65%	3.54%
<b>Net OPEB Liability:</b>		
Total OPEB Liability (TOL)	\$120,922,922	\$132,737,808
Fiduciary Net Position of Irrevocable Trust (FNP)	<u>381,735</u>	<u>363,033</u>
Net OPEB Liability (NOL = TOL – FNP)	\$120,541,187	\$132,374,775
FNP as a percentage of TOL	0.32%	0.27%
Collective OPEB Expense/(Income):	\$7,281,287	\$10,851,676
Deferred Outflow of Resources:	\$24,420,296	\$33,263,669
Deferred Inflow of Resources:	\$42,254,407	\$35,512,377





OPEB Expense	
Service Cost	\$4,123,410
Interest Cost	4,636,990
Current-period benefit changes	0
Expensed portion of current-period difference between expected and actual experience	(2,878,022)
Expensed portion of current-period difference between changes of assumptions	(71,080)
Active member contributions	0
Projected earnings on plan investments	(25,412)
Expensed portion of current-period differences between actual and projected earnings	1,342
Administrative Costs	0
Other	0
Recognition of beginning Deferred Outflows	8,870,567
Recognition of beginning Deferred Inflows	(7,376,508)
OPEB Expense/(Income)	\$7,281,287



# (Gain)/Loss Analysis from 2017 to 2023



Fiscal Year Ending June 30	2023	2022	2021	2020	2019	2018	2017
Discount Rate	3.65%	3.54%	2.16%	2.21%	3.50%	3.89%	3.57%
Total OPEB Liability (TOL)	\$120,922,922	\$132,737,808	\$161,879,726	\$137,498,540	\$107,019,636	\$96,207,886	\$96,763,784
Fiduciary Net Position (FNP)	381,735	363,033	429,766	308,196	300,941	283,778	259,918
Net OPEB Liability (NOL = TOL - FNP)	\$120,541,187	\$132,374,775	\$161,449,960	\$137,190,344	\$106,718,695	\$95,924,108	\$96,503,866
Assumptions	(\$410,845)	(\$34,822,029)	(\$5,075,957)	\$26,272,770	\$6,841,423	(\$5,125,557)	(\$9,448,990)
Actual vs. Expected Experience	(\$16,634,969)	(\$709,451)	\$23,633,991	(\$804,583)	(\$793,706)	\$574,520	\$0
Plan Investments	\$6,710	\$96,817	(\$106,160)	\$7,792	(\$2,974)	(\$10,864)	\$0

- Primary drivers of the Assumption (gain)/loss are discount rate changes and demographic assumption changes. Demographic assumptions were based on the 1/1/2010 through 12/31/2014 LGERS board experience study prior to 6/30/2021 and the 1/1/2015 through 12/31/2019 LGERS experience study starting with the 6/30/2021 report.
- Primary drivers of the Actual vs. Expected Experience (gain)/loss are demographic changes, premium changes, and benefit payment differences.
- Plan Investments are relatively stable except for large gain in 2021 and large loss in 2022.





- Single Equivalent Interest Rate (SEIR) solvency test for 2023 fiscal year end equals the 20-year Municipal Bond Index Rate.
  - The irrevocable trust is expected to be depleted in its initial year.
  - Contributions to the irrevocable trust were \$250,000 in 2017 and \$0 for 2018-2023.
  - Irrevocable trust will grow nominally without contributions relative to the liability.
- Around 38 employers have assets and only around 15 employers in North Carolina have SEIR = Long-Term Rate of Return (LTRoR) based on our valuation work with around 375 employers.





- The June 30, 2020 valuation was used as the basis.
- The following table presents the estimated Total OPEB Liability (TOL) as of June 30, 2021.

	TOL at 2.16%	TOL at 7.00%
Total OPEB Liability	\$161,879,726	\$78,391,244
Plan Net Position	\$429,766	\$429,766
Net OPEB Liability	\$161,449,960	\$77,961,478

- The County can attain a 7% Single Equivalent Interest Rate with a 7% Long-Term Rate of Return (LTRoR) and annual employer contribution equal to the Actuarial Determined Contribution (ADC). The ADC at 7% for FY24 and FY25 is about \$7.7 million.
- The County would need to adopt a formal funding policy including a written agreement to make annual contributions equal to the ADC.





# Discussion

