



NC DEPARTMENT
of COMMERCE
RURAL ECONOMIC
DEVELOPMENT

NORTH CAROLINA DEPARTMENT OF COMMERCE
STATE ADMINISTERED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

2022 ANNUAL PERFORMANCE REPORT COVER PAGE

Grantee Name: Town of Hillsborough
Grant Number: 20-V-3528
Grants Management Representative: Margaret Hauth
Grantee Address: P.O. Box 429, Hillsborough, NC 27278

Preparer Information

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The Annual Performance Report (APR) is required by 4 NCAC 19L.1101. **One original signed hardcopy of this report must be submitted to NC Commerce by Tuesday, January 31, 2023 at 5:00 pm. Newly required, 2022 APR Excel file must be emailed to compliance@commerce.nc.gov (not a scan copy, the actual Excel file). Grantees are still required to mail a hard copy to NC Commerce.** The grant recipient's Board Designated Representative certifies on this signatory Cover Page that all the Data in the APR Report are true and correct to the best of her/his knowledge and belief. **DocuSign is not permitted.**

Jenn Weaver, Mayor

Typed Name of Authorized Representative

Signature and Date of Authorized Representative

NC COMMERCE - RURAL DEVELOPMENT OFFICE USE ONLY

Documents Included:			
Cover Page	<input type="checkbox"/>	MWBE HUD 2516	<input type="checkbox"/> (Formerly Contractor Info. Form)
Main Summary	<input type="checkbox"/>	Fair Housing Report	<input type="checkbox"/>
Activity Indicators	<input type="checkbox"/>	LAP Report	<input type="checkbox"/>
Other Indicators	<input type="checkbox"/>	Section 3 Report	<input type="checkbox"/>
		Section 504 Report	<input type="checkbox"/>



2022 Annual Performance Report Main Summary

Grantee Name: Town of Hillsborough

Grant Number : 20-V-3528

Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation should all be classified under Rehabilitation.

Contents	Check
Acquisition	
Architectural Barriers	
Clearance Activities	
Code Enforcement	
Disposition	
Fire Protection	
Flood & Drainage	
Historic Preservation	
Machinery & Equipment	
Neighborhood Facilities	
Other Activities	
Other Public Facilities	
Parking Facilities	
Parks & Playgrounds	
Pedestrian Improvements	
Public Services	X
Public Utilities	
Rehabilitation, Commercial	
Rehabilitation, Private	
Rehabilitation, Public	
Relocation Assistance	
Senior Handicapped Centers	
Sewer Improvements	
Solid Waste Facilities	
Street Improvements	
Water and Sewer	
Water Improvements	
Working Capital	
Contractor Information	

An Activity Indicator Form or Other Indicators Form are not required for Administration or Planning. Please provided the requested information below:

Administration		
		State Office Use Only
Budgeted :	\$ 60,000.00	
Requisitions Paid between 01/01/2022 and 12/31/2022:	\$ 22,951.31	

No Rounding, please use decimals.

Planning		
		State Office Use Only
Budgeted :		
Requisitions Paid between 01/01/2022 and 12/31/2022:		

No Rounding, please use decimals.

Section 3 Reporting		
		State Office Use Only
Are the activities checked, in the left table, subject to Section 3?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



2022 Annual Performance Report Activity Indicators Form

Grant Name: Town of Hillsborough	Check (X) C-1:	
Project Name: Emergency Housing Assistance	Check (X) E-1:	
Grant Number: 20-V-3528	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list to the right</i>	Public Services, 1036, 7	

Amount of money leveraged for the activity, if applicable <i>(Funds other than CDBG fund as part of activity.)</i> <div style="text-align: right; color: red;">No Rounding, please use decimals.</div>	
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(Proposed is for entire grant activity, Actual is only for the year 2022.)

Housing Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual <i>(2022)</i>
Housing Activities		
Single Units -Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Single Units - Owner		
Total number of owner units acquired		
Total number of owner units cleared		
Total number of owner units disposed		
Total number of owner households relocated		
Total number of owner occupied units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Multi-Units Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		

Number of units occupied by elderly (62 years of age or above)		
Development of Single-Family Housing		
Total number of owner units created		
Number of affordable units created		
Development of Multi-Unit Rental Housing		
Total number of rental units created		
Total number of rental units rehabilitated		
Number of affordable units created		
Number of units Section 504 accessible (includes adaptable units)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units created through conversion of nonresidential building to residential		
Number of units meeting IBC (International Building Code)		
Of IBC, number of units meeting Energy Star		
Number of units occupied by elderly (62 years of age or above)		
Number of units subsidized with project-based rental assistance (fed., state, or local)		
Number of years affordability guaranteed		
Number of units designated for persons with HIV/AIDS		
of these, number of units designated for the chronically homeless		
of these, number of units 504 accessible		
Number of units of permanent housing for homeless persons		
of these, number of units designated for the chronically homeless		
of these, number of units 504 accessible		
Homeownership Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of units occupied by first-time homebuyers		
Total number of units assisted through home buyer financial assistance		
Number of first-time home buyers assisted financially		
Number of first-time home buyers receiving housing counseling		
Number of minority first-time home buyers receiving housing counseling		
Number served receiving down-payment assistance and/or assistance with closing costs		
Number of subsidized mortgages provided		
Economic Development Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of facades/business building rehab		
Number of jobs to be created part-time		
Number of jobs to be created full-time		
Number of jobs to be retained part-time		
Number of jobs to be retained full-time		
Number of jobs created with employer sponsored health care		
Number of jobs retained with employer sponsored health care		
Prior employment status before taking job created <i>(full-time employed, part-time employed or unemployed)</i>	Status:	
	Full or Part-time:	
Jobs (By EDA Job Category Definitions)	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Official and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (skilled)		
Operatives (semi-skilled)		



2022 Annual Performance Report
Other Indicators: Accomplishments and Beneficiaries Form

Grantee Name:	Town of Hillsborough	Check (X) C-1:	
Project Name:	Emergency Housing Assistance	Check (X) E-1:	
Grant Number:	20-V-3528	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list to the right</i> ➡		Public Services, 1036, 7	

	Check Box
Units	
Households	
Persons	<input checked="" type="checkbox"/>

Budgeted \$	\$	600,000.00
Actual \$	\$	252,464.34

No Rounding, please use decimals.

General Information	Proposed (For Entire Grant)	Actual (2022)
Total Jobs		
Linear Feet		
Square Feet		
Properties		
Households Benefiting		
Rental Units		
One to One Replacement		
Displacements		
594 accessible units		
Elderly		
Female-Head of Household		
Census Data (http://www.census.gov/) or (https://data.census.gov/cedsci/)	Proposed (For Entire Grant)	Actual (2022)
County Code	37135	37135
Census Tract	109.02 and 109.3	109.02
Block Groups	city limits	2
Block Groups		
Census Tract	110.01 and 110.02	110.01 and 110.02
Block Groups	city limits	110.01.1
Block Groups		110.02.1 and 110.02.1
Census Tract	111.03, 111.06, and 111.07	111.03, 111.06, and 111.07
Block Groups	city limits	111.03.4; 111.06.1
Block Groups		111.07.4
Income Levels	Proposed (For Entire Grant)	Actual (2022)
Please Select One: <input type="checkbox"/> Households <input checked="" type="checkbox"/> Persons		
Extremely Low	273	154
Low	100	32
Moderate	0	0
Non-Low/Moderate	0	0
Total	373	186

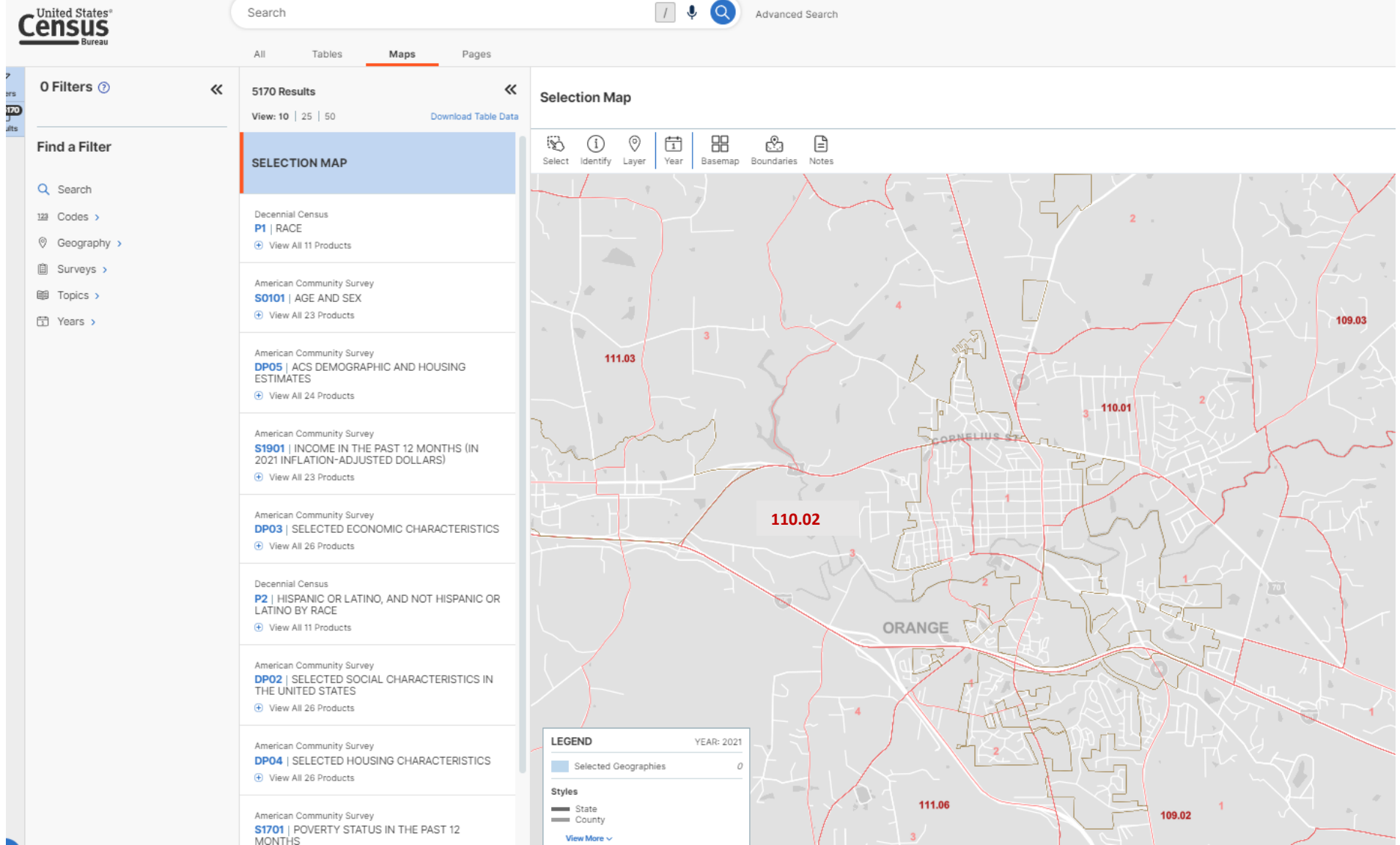
Race Code	Proposed (For Entire Grant)		Actual (2022)	
Please Select One: <input type="checkbox"/> Households <input checked="" type="checkbox"/> Persons				
Owner	Total	Hispanic	Total	Hispanic
11 White	4	3	5	
12 Black/African American	3		8	
13 Asian	1			
14 American Indian/Alaskan Native	0			
15 Native Hawaii/Other Pacific Islander	0			
16 American Indian/Alaskan Native & White	0			
17 Asian & White	0			
18 Black/African American & White	0			
19 Amer. Indian/Alaskan Native & Black/African Amer.	0			
20 Other multi-racial	0		4	
Race Code	Proposed (For Entire Grant)		Actual (2022)	
Please Select One: <input type="checkbox"/> Households <input checked="" type="checkbox"/> Persons				
Renter	Total	Hispanic	Total	Hispanic
11 White	226	173	30	6
12 Black/African American	113		125	
13 Asian	19		4	
14 American Indian/Alaskan Native	3		0	
15 Native Hawaii/Other Pacific Islander	0		0	
16 American Indian/Alaskan Native & White	0		0	
17 Asian & White	0		0	
18 Black/African American & White	1		0	
19 Amer. Indian/Alaskan Native & Black/African Amer.	0		0	
20 Other multi-racial	3		10	
Survey Data				
Percent of low and moderate income in service area	42.5% (in County, ex. Chapel Hill)		47.7% (HH income less than \$75K)	
Total number of low and moderate income in service area	33,665 (in County, ex. Chapel Hill)		4,607 (47.7% of total pop)	
Total number of low and moderate income universe	78,240 (Co. pop., ex. Chapel Hill)		9,660 (town population)	

Comments: If you are designating the number of households, how many households are in each unit and how many persons per household.

Census data: All households within the town of Hillsborough are eligible for Emergency Housing Assistance if they meet income requirements. The city limits are covered by 7 Census tracts. The Actual Census tract/block reporting information reflects the locations of the assisted households and individuals only. A PDF map is also provided.

Income Levels and Race Code: Proposed figures are countywide figures taken from the HUD IDIS form submitted in the grant application. This information covered all of Orange County as the County is the program administrator and has a HUD IDIS account. The town does not have such an account. Actual figures are for persons within the Hillsborough city limits.

Survey Data: Proposed figures are countywide as reported in our application on the HUD IDIS form. Actual figures calculated using 2020 Census figures to align with calculations on HUD IDIS form.





Grantee Name:		Town of Hillsborough	Grant Number(s):		20-V-3528
Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. <u>Explain if the actual activity is different from the planned activity.</u> No Rounding, please use decimals.					
Quarter 1	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.	Estimated Cost	\$108,000	
	Actual Activity	The Orange County Housing Department started and administered a Rapid Rehousing program	Actual Cost	\$64,078	
Quarter 2	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.	Estimated Cost	\$108,000	
	Actual Activity	The Orange County Housing Department administered a Rapid Rehousing program	Actual Cost	\$64,078	
Quarter 3	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.	Estimated Cost	\$108,000	
	Actual Activity	The Orange County Housing Department administered a Rapid Rehousing program	Actual Cost	\$64,078	
Quarter 4	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.	Estimated Cost	\$108,000	
	Actual Activity	The Orange County Housing Department administered a Rapid Rehousing program	Actual Cost	\$64,078	

Part 2. Questions

a. How many discrimination complaints has the local government received in the last year? (Insert a number)	31
b. How many fair housing training/workshops/meetings/conferences have local government staff attended in the last year for technical assistance? (Insert a number)	15
c. How many fair housing training/workshops/meetings/conferences have local government staff conducted in the last year for public outreach? (Insert a number)	2
d. What steps has the local government taken to increase system capacity to assess and combat fair housing discrimination in the area? (Use 30 words or less)	Ensured staff attended HUD-approved fair housing training and ensured Human Relations Commission members attend fair housing training.
e. What steps has the local government taken to combat discrimination in the rental markets in the area? (Use 30 words or less)	Collaborated with local FHIP to conduct fair housing training for tenants and conducted Fair Housing providers training.
f. What steps has the local government taken to address constraints in the lending markets in the area? (Use 30 words or less)	

The jurisdiction works with the NC Housing Finance Agency, Self Help Credit Union and other lenders to address market constraints for individual affordable housing projects as well as system level issues.

g. What steps has the local government taken to evaluate **possible barriers in land-use policies/practices** in the area? *(Use 30 words or less)*

Orange County Housing and Planning departments work collaboratively to assess and address land-use policies and practices, including expanding the ability to use Accessory Dwelling Units for affordable housing.



2022 Annual Performance Report
Fair Housing Report, page 2, Mobile Home Park Displacement

Grantee Name:		Town of Hillsborough	Grant Number(s):		20-V-3528
Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. <u>Explain if the actual activity is different from the planned activity.</u> No Rounding, please use decimals.					
Quarter 1	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Solicited and incorporated feedback from advisory boards on the Orange County Manufactured Home Strategy Plan		Actual Cost	\$ -
Quarter 2	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Towns of Carrboro, Chapel Hill, and Hillsborough align with Orange County BOCC endorsed goals and strategies in the OC Manufactured Home Strategy Plan		Actual Cost	\$ -
Quarter 3	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Staff prioritized the next steps and tasks in the Manufactured Home Strategy Plan		Actual Cost	\$ -
Quarter 4	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Staff prioritized the next steps and tasks in the Manufactured Home Strategy Plan		Actual Cost	\$ -

Part 2. Questions

- a. How many discrimination complaints has the local government received **in the last year**? (Insert a number)
- b. How many fair housing training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance**? (Insert a number)
- c. How many fair housing training/workshops/meetings/conferences have local government staff **conducted in the last year for public outreach**? (Insert a number)
- d. What steps has the local government taken to **increase system capacity** to assess and combat fair housing discrimination in the area? (Use 30 words or less)

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- e. What steps has the local government taken to **combat discrimination in the rental markets** in the area? (Use 30 words or less)

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- f. What steps has the local government taken to **address constraints in the lending markets** in the area? (Use 30 words or less)

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- g. What steps has the local government taken to evaluate **possible barriers in land-use policies/practices** in the area? (Use 30 words or less)

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2022 Annual Performance Report
Fair Housing Report, page 3, Subsidized Housing

Grantee Name: Town of Hillsborough		Grant Number(s): 20-V-3528	
Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. <u>Explain if the actual activity is different from the planned activity.</u> <i>No Rounding, please use decimals.</i>			
Quarter 1	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -
Quarter 2	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -
Quarter 3	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -
Quarter 4	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -

Part 2. Questions

- a. How many discrimination complaints has the local government received **in the last year**? (Insert a number)
- b. How many fair housing training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance**? (Insert a number)
- c. How many fair housing training/workshops/meetings/conferences have local government staff **conducted in the last year for public outreach**? (Insert a number)
- d. What steps has the local government taken to **increase system capacity** to assess and combat fair housing discrimination in the area? (Use 30 words or less)

- e. What steps has the local government taken to **combat discrimination in the rental markets** in the area? (Use 30 words or less)

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- f. What steps has the local government taken to **address constraints in the lending markets** in the area? (Use 30 words or less)

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- g. What steps has the local government taken to evaluate **possible barriers in land-use policies/practices** in the area? (Use 30 words or less)

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Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

1. What is the current a Limited English Proficient (LEP) population in the housing jurisdiction, geographic area, or population affected or encountered? Please check a box and write the specific language below; for Spanish check the box only.

☒ Spanish

☒ Other Indo-European Languages

☒ Asian and Pacific Island Languages

☒ All other languages (Specify below)

Other Indo-European = 47

Asian and Pacific Island = 74

All other = 60

2. What is the frequency of encounters with LEP language groups? Please check a box. If other, please check the box and describe below.

☒ Daily

☐ Weekly

☐ Monthly

☐ Other (Specify): _____

3. What is the nature and importance of activities to LEP persons? Important: Determine whether denial or delay of access to services or information could have serious implications to the LEP customer. Please describe below.

Emergency housing assistance applicants are behind in rent and/or utilities and are therefore at risk of homelessness. Delay in processing applications due to barriers caused by lack of accessibility could result in increased frequency of evictions, homelessness, and increased health risks from COVID 19.

4. Indicate the availability of resources, including technological advances and sources of additional resources, and the costs imposed.

No Rounding, please use decimals.

Resources (Describe)	Cost (\$)
Language Line - offering immediate translation services via phone	\$ -
Translation of applications/resource materials by qualified translators into multiple languages	\$ -
Translation services by qualified translators for Zoom meetings	\$ -
Quick translation of holiday closings, etc. using Reverso.net	\$ -

5. Does staff know and understand the LAP and how to implement? - e.g. Have employees been trained on your policies and procedures regarding LEP persons?

Please check a box and explain below your answer below.

Yes ☒

No ☐

If yes, please indicate how and how often. If no, please explain why not.

Onboarding for all new staff, on-going in-service training and sharing county resources to serve LEP clients. The housing department has been able to recruit and hire Spanish language speakers to offer direct services to clients.

6. Have your subcontractors been informed of their obligation to provide language assistance to LEP persons?

Please check a box and explain below your answer below.

Yes ☐

No ☒

If yes, please indicate how and how often. If no, please explain why not.

N/A this program has no subcontractors

7. Identify sources for assistance available and viable- Describe the tool or method used being used to collect data on participant satisfaction with interpreter/translation services.

Translation of materials; translators for Zoom meetings; language line (on-demand telelanguage services) and other ways listed in question 4 above. We have conducted focus groups with individuals who have received some of our services with the goal of improving service delivery based on that input.

8. Have there been any complaints filed because of language access problems?

Yes ☐

No ☒

If yes, please describe below.

Intentionally Left Blank (Please Refer to the Next Page)



2022 Section 3 Reporting Form (24 CFR 75.25)
Reporting Period: January 1, 2022 to December 31, 2022

Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

SAFE HARBOR BENCHMARKS: Numeric Targets for Housing and Community Development Financial Assistance

The benchmarks for Section 3 projects (housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance where the amount of assistance to the project exceeds a threshold of \$200,000) are:

1. Twenty (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined in § 75.21.

Total Labor Hours:

18360

Target Section 3 Workers Labor Hours:

16320

Section 3 Workers Labor Hours (Actual):

16320

Benchmark #1 Percentage: 89%

Benchmark #2 Percentage: 89%



$\frac{\text{Section 3 labor hours}}{\text{Total labor hours}} = 25\%$ AND $\frac{\text{Targeted Section 3 labor hours}}{\text{Total labor hours}} = 5\%$

QUALITATIVE EFFORTS: This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks

Please click on the box to check all that apply. Maintain records available for HUD and/or REDD review to document any efforts checked.

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Workers<input type="checkbox"/> Outreach efforts to generate job applicants who are Other Funding Targeted Workers.<input type="checkbox"/> Direct, on-the job training (including apprenticeships).<input type="checkbox"/> Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.<input type="checkbox"/> Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).<input type="checkbox"/> Outreach efforts to identify and secure bids from Section 3 business concerns.<input type="checkbox"/> Technical assistance to help Section 3 business concerns understand and bid on contracts.<input type="checkbox"/> Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.<input type="checkbox"/> Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.<input type="checkbox"/> Held one or more job fairs.<input type="checkbox"/> Provided or connected residents with supportive services that can provide direct services or referrals.<input type="checkbox"/> Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation. | <ul style="list-style-type: none"><input type="checkbox"/> Assisted residents with finding child care.<input type="checkbox"/> Assisted residents to apply for, or attend community college or a four year educational institution.<input type="checkbox"/> Assisted residents to apply for, or attend vocational/technical training.<input type="checkbox"/> Assisted residents to obtain financial literacy training and/or coaching.<input type="checkbox"/> Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.<input type="checkbox"/> Provided or connected residents with training on computer use or online technologies.<input type="checkbox"/> Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.<input type="checkbox"/> Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.<input type="checkbox"/> Other: _____ |
|---|---|



Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

1. What is the current a disabled/handicap population in the housing jurisdiction, geographic area, or population affected or encountered?

Disabled Population in Hillsborough, North Carolina is 9.7% +/- 1.6%. Total population is 8,953 with 870 qualified as disabled. Source: <https://data.census.gov>, Table S1810, 2021 ACS

2. What is the frequency of encounters with disabled/handicap persons? Please check a box. If other, please check the box and describe below.

☒ Daily

☐ Weekly

☐ Monthly

☐ Other (Specify): _____

3. What is the nature and importance of activities to disabled/handicap persons? Important: Determine whether denial or delay of access to services or information could have serious implications to the disabled/handicap customer. Please describe below.

Emergency housing assistance applicants are behind in rent and/or utilities and are therefore at risk of homelessness. Delay in processing applications due to barriers caused by lack of accessibility could result in increased frequency of evictions, homelessness, and increased health risks from COVID 19.

4. Number of Reasonable Accommodations (non-structural changes, exception, or adjustment to a rule, policy, practice, or service) request(s) to non-housing facilities and programs. Insert a number or "No Requests made"

1

5. Methods of Reasonable Accommodation conducted for request(s) Please check all boxes that apply. If other, please check the box and describe below.

☒ Use of Telecommunications Device for the Deaf (TDD)/ Teletypewriter (TTY) devices

☒ Readers

☐ Large Print

☒ Flexible work scheduling

☐ Note-takers

☒ Other (Specify Below):

☒ Qualified sign-language interpreters and oral interpreters

☒ Tape/Recordings

☐ Braille materials

☒ Modification of employment policies

☒ Closed-captioned video

☐ No Activity

Client who was hearing impaired brought a sign-language interpreter with them.

6. Indicate the availability of resources for reasonable accommodation, including technological advances and sources of additional resources, and the costs imposed.

No Rounding, please use decimals.

Resources (<i>Describe</i>)	Cost (\$)
Large print readers in county facilities	\$ -
Note-takers	\$ -
TTY and 711	\$ -
Recordings	\$ -
Braille signage	\$ -
videos with subtitles	\$ -

7. Does staff know and understand Section 504 compliance and how to implement? - e.g. Have employees been trained on your policies and procedures regarding qualified persons with disabilities? **Please check a box and explain below your answer below.**

Please check a box and explain below your answer below.

Yes ☒

No ☐

If yes, please indicate how and how often. If no, please explain why not.

Onboarding, in-services, and sharing of relevant information as it pertains to housing clients, eg. Service animals in housing

8. Identify sources for assistance available and viable - Describe the tool or method used being used to collect data on participant satisfaction with program accessibility services.

The Orange County Human Resources Department collects data and feedback for all instances or accommodation requests, complaints, and accessibility questions to provide accessibility to all employees. Additionally, Orange County have conducted focus groups with members of disabled populations to inform our planning. Outreach to the Disability Awareness Council, libraries, and senior centers are planned.

9. Have there been any complaints filed based on disability discrimination?

Yes ☐

No ☒

If yes, please describe below, including number of complaints, nature of complaints, and resolution of complaints.

10. How many Section 504 training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance?** (*Insert a number*)

0

11. How many Section 504 training/workshops/meetings/conferences have local government staff **conducted in the last year for technical assistance?** (*Insert a number*)

0