



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

April 30, 2025

North Carolina Department of Commerce, Rural Economic Development Division
301 North Wilmington Street, 4th Floor
Raleigh, North Carolina 27601

Re: Closeout - CDBG-CV Grant 20-V-3528

To Whom It May Concern:

On behalf of the Town of Hillsborough, enclosed please find the completed closeout packet for Grant 20-V-3528. The Town of Hillsborough expended \$600,000 of the \$600,000 awarded; 90% for direct service, 10% for administration.

Documents included in this packet:

- Draft minutes from the closeout public hearing certified by the Town Clerk (TO BE ADDED)
- Affidavits and copies of publication of the closeout public hearing advertisement
 - News of Orange
 - News & Observer
- Certificate of Completion
- Applicable Accomplishments and Beneficiaries Form(s)

This packet has been reviewed and signed by our Chief Elected Official, Mayor Mark Bell.

Thank you,

Matt Efird
Assistant Town Manager

NORTH CAROLINA DEPARTMENT OF COMMERCE
Rural Economic Development Division (REDD)
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CLOSEOUT PERFORMANCE REPORT

Cover Sheet

Grantee Name: Town of Hillsborough **Grant Number:** 20-V-3528

Grantee Address: 101 E. Orange St. Hillsborough, NC 27278

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to REDD, in which case they may be incorporated by reference.)

- a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under
- b. The grantee's assessment of the comment; and
- c. A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.

2. The grantee's authorized official representative must certify the following:

- a. To the best of his/her knowledge and belief, data in this report is true and correct;
- b. The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request; and
- c. In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.

Mark Bell

Typed Name of Chief Elected Official/Authorized Representative

Mayor

Title

Signature of Chief Elected Official/Authorized Representative

Date

Preparer Information

Name: Matt Efirm

Address: 101 E. Orange St., Hillsborough NC 27278

Telephone Number: 919-296-9423

Email Address: matt.efird@hillsboroughnc.gov



Rural Economic Development Division (REDD) *CDBG Closeout Forms*

Grantee	Town of Hillsborough, NC
Grantee Address	101 E. Orange St. Hillsborough, NC 27278
Grant Number	20-V-3528
Project Name	Emergency Housing Assistance
1st Project Number	
2nd Project Number	
3rd Project Number	
Period	
Authorized Representative	
Name	Mark Bell
Title	Mayor
Preparer of Information	
Name	Matt Efird
Address	101 E. Orange St. Hillsborough NC 27278
Telephone Number	919-296-9423
Email Address	matt.efird@hillsboroughnc.gov
Property acquired with CDBG funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Grantee	Town of Hillsborough, NC		Activity Name	Administration
Grant Number	20-V-3528		Project:	Emergency Housing Assistance
Acct Number	1060		C1	
Activity Code	13		L1	
Budgeted	\$60,000.00	Expended	\$60,000.00	

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	100	34
Very Low Income Households <30%	273	172
Total Households	373	206
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Persons	0	0
Jobs		
Micro Enterprise		
Female Head of Household		
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	173	8
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native	3	0
Asian	19	4
Black or African American	113	138
Native Hawaiian or Other Pacific Islander		
White	230	49
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial	3	15

Grantee	Town of Hillsborough, NC	Activity Name	Public Services
Grant Number	20-V-3528	Project:	Emergency Housing Assistance
Acct Number	1036		C1
Activity Code	7		L1
Budgeted	\$540,000	Expended	\$540,000
			Proposed
			Actual
Linear Feet			
Properties			
Units, Dwelling			
Households by percentage of HUD Median Family Income Levels			
Above Moderate Income Households > 80%			
Moderate Income Households 51-80%			
Low Income Households 30-50%			100
Very Low Income Households <30%			273
Total Households			373
Persons by percentage of HUD Median Family Income Levels			
Above Moderate Income Households > 80%			
Moderate Income Households 51-80%			
Low Income Households 30-50%			
Very Low Income Households <30%			
Total Persons			0
Jobs			
Micro Enterprise			
Female Head of Household			
Hispanic			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			173
American Indian or Alaska Native & White			
Asian & White			
Black or African American & White			
American Indian or Alaska Native & Black or African American			
Other Multi-Racial			
Non-Hispanic			
American Indian or Alaska native			3
Asian			19
Black or African American			113
Native Hawaiian or Other Pacific Islander			
White			230
American Indian or Alaska Native & White			
Asian & White			
Black or African American & White			

American Indian or Alaska Native & Black or African American		
Other Multi-Racial	3	15

CERTIFICATE OF COMPLETION

1. Grantee: Town of Hillsborough, NC
 3. Project Name: Emergency Housing Assistance

2. Grant Number: 20-V-3528
 4. Project Number: 0

5. Final Statement of Costs				
Program Activity Categories (a)	To Be Completed by Recipient		Total Costs (Col. b + c) (d)	To Be Completed by DOC
	Paid Costs (b)	Unpaid Costs (c)		Approved Total Costs (e)
a. Acquisition	\$0.00		\$0.00	
b. Disposition	\$0.00		\$0.00	
c. Public facilities and improvements				
(1) Senior and handicapped centers	\$0.00		\$0.00	
(2) Parks, playgrounds and recreation facilities	\$0.00		\$0.00	
(3) Neighborhood facilities	\$0.00		\$0.00	
(4) Solid waste disposal facilities	\$0.00		\$0.00	
(5) Fire protection facilities and equipment	\$0.00		\$0.00	
(6) Parking facilities	\$0.00		\$0.00	
(7) Street improvements	\$0.00		\$0.00	
(8) Flood and drainage improvements	\$0.00		\$0.00	
(9) Pedestrian improvements	\$0.00		\$0.00	
(10) Other public facilities	\$0.00		\$0.00	
(11) Sewer improvements	\$0.00		\$0.00	
(12) Water improvements	\$0.00		\$0.00	
d. Clearance activities	\$0.00		\$0.00	
e. Public services	\$540,000		\$540,000	
f. Relocation assistance	\$0.00		\$0.00	
g. Construction, rehab. and preservation activities				
(1) Construction or rehab. of com. & indust. bldgs.	\$0.00		\$0.00	
(2) Rehabilitation of privately owned buildings	\$0.00		\$0.00	
(3) Rehabilitation of publicly owned buildings	\$0.00		\$0.00	
(4) Code enforcement	\$0.00		\$0.00	
(5) Historic preservation	\$0.00		\$0.00	
h. Development financing				
(1) Working capital	\$0.00		\$0.00	
(2) Machinery and equipment	\$0.00		\$0.00	
i. Removal of architectural barriers	\$0.00		\$0.00	
j. Other activities	\$0.00		\$0.00	
k. Subtotal	\$540,000		540,000	
l. Planning	\$0.00		\$0.00	
m. Administration	\$60,000		\$60,000	
n. Total	\$600,000		\$600,000	
o. Less: Program Income Applied to Program Costs			\$0.00	
p. Equal: Grant Amount Applied to Program Costs	\$600,000		\$600,000	

6. Computation of Grant Balance		
Description (a)	To Be Completed By Recipient	To Be Completed By DOC
	Amount (b)	Approved Amount (c)
(1) Grant Amount Applied To Program Costs (From Line p)	\$600,000	
(2) Estimated Amount For Unsettled Third - Party Claims		
(3) Subtotal	\$600,000	
(4) Grant Amount Per Grant Agreement		
(5) Unutilized Grant To Be Canceled (Line 4 Minus Line 3)		
(6) Grant Funds Received	\$600,000	
(7) Balance of Grant Payable (Line 3 Minus Line 6)*	\$0	

* If Line 6 exceeds Line 3, enter the amount of the excess on Line 7 as a negative amount. This amount shall be repaid to DOC by check, unless DOC has previously approved use of these funds.

7. Program Income

- a) Amount of existing program income: \$0.00
- b) Amount of anticipated program income: \$0.00
- c) If program income exists or is anticipated, describe the proposed application(s):

8. Unpaid Costs and Unsettled Third Party Claims

Are there any unpaid costs or unsettled third party claims against the recipient's grant? Type "yes" or "no." No
If yes, in the box below describe the circumstances and amounts involved.

9. Remarks (For REDD Use Only)

- ☐ Please note that all financial records, supporting documents and other records pertinent to the community development program must be retained for a minimum of five (5) years from the date of this letter.
- ☐ This grant is closed pending receipt and approval of your final audit by the Rural Economic Development Division (REDD).
- ☐ Town
- ☐ City
- ☐ County

10. Certification of Recipient

It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement identified on page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provisions have been made by the Recipient for the payment of all unpaid costs and unsettled third party claims identified on page 1 hereof; that the State of North Carolina is under no obligation to make any further payment to the Recipient under the grant agreement in excess of the amount identified on Line 7 hereof; and that every other statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Date _____	Typed Name and Title of Recipient's Authorized Representative Mark Bell	Signature of Recipient's Authorized Representative √ _____
	Mayor _____ (Title)	

11. DOC Approval

This Certification of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ _____, less \$ _____ previously authorized for cancellation (from Section 6, line 6, page 1).

Date	Typed Name and Title of DOC	Signature of DOC's
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Placeholder - Draft Minutes from Public Hearing

WOMACK PUBLISHING
PO BOX 530
CHATHAM VA 24531
(434)432-1654ext

ORDER CONFIRMATION

Salesperson: MELANIE DAVIS

Printed at 03/18/25 09:26 by mdavi-wp

Acct #: 3171

Ad #: 72942

Status: New CHOLD

HILLSBOROUGH - PLANNING DEPT.
P.O. BOX 429
HILLSBOROUGH NC 27278

Start: 03/19/2025 Stop: 04/02/2025
Times Ord: 3 Times Run: ***

STD 2.00 X 5.05 Words: 194

Total STD 10.10

Class: 650 Legal Notices

Rate: LEG Cost: 608.00

Affidavits: 1

Ad Descrpt: PUBLIC HEARING

Descr Cont: NOTICE OF PUBLIC HEARING

Given by: *

P.O. #:

Contact:

Phone: (919)732-2104ext

Fax#:

Email: finance@hillsboroughnc.gov

Agency:

Created: mdavi 03/18/25 09:23

Last Changed: mdavi 03/18/25 09:26

PUB ZONE EDT TP RUN DATES

NOC A 99 S 03/19,26 04/02

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

WOMACK PUBLISHING
PO BOX 530
CHATHAM VA 24531
(434)432-1654ext

ORDER CONFIRMATION (CONTINUED)

Salesperson: MELANIE DAVIS

Printed at 03/18/25 09:26 by mdavi-wp

Acct #: 3171

Ad #: 72942

Status: New CHOLD CHOI

**NOTICE OF PUBLIC HEARING
TOWN OF HILLSBOROUGH USE OF
CDBG-CV FUNDS FOR EMERGENCY
HOUSING ASSISTANCE**

The Hillsborough Town Board will hold a public hearing at 7 pm on April 28, 2025, in the Town Hall Annex 105 E. Corbin St. to hear public comment on the Town's use of CDBG-CV funds for Emergency Housing Assistance.

The Town of Hillsborough received \$600,000 from the North Carolina Department of Commerce in Federal Community Development Block Grant - Coronavirus (CDBG-CV) funds, which the U.S. Department of Housing and Urban Development (HUD) allocated to the State.

The Town used this award to fund an Emergency Housing Assistance (EHA) program, which provided emergency financial assistance for rent, utilities and other housing-related costs to Town residents with low incomes and urgent need for housing assistance. The majority of the funding (90 percent) was used for direct financial assistance to beneficiaries; no more than 10 percent was used for program administration. Receiving these funds provided significant benefit to low-income households in the Town by promoting housing stability and economic relief.

Written or verbal comment on these items is welcome. Contact the Assistant Town Manager at 919-296-9423 or Matt.Efird@hillsboroughnc.gov for more information.



The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer

Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald

The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
152278	645719	Print Legal Ad-IPL02231040 - IPL0223104		1	45 L

Attention: Matt Efird

Town of Hillsborough
101 E. Orange St.
Hillsborough, NC 27278

matt.efird@hillsboroughnc.gov

**NOTICE OF PUBLIC HEARING
TOWN OF HILLSBOROUGH
USE OF CDBG-CV FUNDS FOR
EMERGENCY HOUSING ASSIS-
TANCE**

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IPL0223104
Mar 23 2025

STATE OF NORTH CAROLINA COUNTY OF WAKE, COUNTY OF DURHAM

Before the undersigned, a Notary Public of Beaufort County, South Carolina duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared Mary Castro, who being duly sworn or affirmed, according to law, doth depose and say that he or she is Accounts Receivable Specialist of the News & Observer Publishing Company, a corporation organized and doing business under the Laws of the State of North Carolina, and publishing a newspaper known as The News & Observer, Wake and State aforesaid, the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina, and that as such he or she makes this affidavit; and is familiar with the books, files and business of said corporation and by reference to the files of said publication the attached advertisement for Town of Hillsborough was inserted in the aforesaid newspaper on dates as follows:

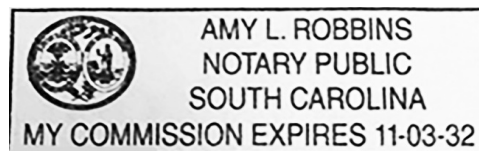
1 insertion(s) published on:
03/23/25

Mary Castro

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Amy Robbins

Notary Public in and for the state of South Carolina,
residing in Beaufort County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!