



City of
Washington
NORTH CAROLINA
COMMITTEE OF THE WHOLE
JANUARY 27, 2014
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. **Discussion**: Grant Updates (**page 2**)
2. **Discussion**: Continuation of Strategic Planning Session (**no write-up**)
3. **Adjourn** – Until Monday, February 10, 2014 at 5:30pm in the Council Chambers at the Municipal Building.

Grant Executive Summary
as of 12/31/2013

Fund	Grant Description	Dates			Financials				Deliverable				Compliance Reporting Status	Notes
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved	Bal.		
					Budget	Actual	Budget	Actual						
50	CDBG Affordable Housing	04/09/10	12/31/13	10/31/14	227,700	185,719	227,700	185,719	LMI homes	10	5	5	12/19/13	Clawback extension until 10/31/14
51	Blue Goose	03/01/13	03/01/15	02/01/15	350,000	265,707	350,000	241,707	Jobs (60%LMI)	16	16	0		Job creation targets met
52	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	7,000	35,000	30,863				0		DOT reviewing draft, distribute for review in February
57	CDBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	114,926	200,000	138,712	Jobs(7 new/1 ret.)	8	6	2		Remaining equipment on order to complete project
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-				0		Start delayed for bike plan adoption, committee meets in Feb.
	Adopt a Trail Grant			n/a	10,000	-	10,000	-				0		Grant not funded, re-apply if funding becomes available
65	Econ. Development- Spinrite	01/07/12	01/07/15	01/07/15	90,000	90,365	90,000	67,500	Jobs	100	76	24		City match expended for new jobs certified
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,255,902	397,597	1,255,902	167,662				0		Const. bid awarded 12/9/13, waiting on NCDQA agreement
67	Façade Grant Program	07/01/13	06/30/14	06/30/14	10,000	17	10,000	9,354				0		\$10,090 add'l authorized in Jan, GF transfer in February
68	Old City Hall Rehab	04/10/12	02/23/15		200,000	-	200,000	-				0		Developer financing not secured, make re-purchase decision
70	Parks & Rec Master Plan	05/20/13	09/30/13	02/28/14	50,000	45,000	50,000	33,700				0		Staff complete draft review/revisions in January
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	-	1,428,262	-				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	-	1,423,894	183				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
78	Light House RR & Boater Facility	01/17/12	01/17/15	06/30/14	344,397	94,397	344,397	16,775				0		Bid awarded, constr. begun, on schedule to complete June 2014
	CDBG Keysville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	12/23/13	Constr. financing an issue, monthly progress meetings w/MEC

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Keysville Road Subdivision Grant

Grant Number: CDBG 05-C-1490

Grant Agency: Division of Community Assistance

Contract Grant Administrator:

City Grant Administrator: John Rodman

Award Date: 2005 Grant Expiration Date: 6/4/13 Projected Completion Date: 6/30/16

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$250,000.00	\$250,000.00	\$250,000.00	250,000.00
City Match	70,000.00	70,000.00	70,000.00	70,000.00
Other Match				
Total	\$320,000.00	\$320,000.00	\$320,000.00	\$320,000.00

Reimbursement to Date:	\$250,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$250,000.00

Grant Status

Prior activity: Five lots have been cleared in the sub-division, water and sewer infrastructure, curb and a gravel road are in place. Grant was closed for non-performance. The City reimbursed \$25,000 of grant funds in July 2012. The City and Metropolitan are obligated to reimburse \$75,000/year for three years beginning 7/1/14 net of a \$50,000 allowance for conveyance of each home to a qualifying LMI household. A meeting was held with Mr. Richard Self of the DCA on October 11th to review the grant. As a result of the meeting a request for performance extension was submitted to Mr. Self on November 8th, 2013 (attached).

Monitoring reports- sent 12/23/13

Activity during month: Executed legally binding agreement, promissory note and deed of trust with Metropolitan Housing. Rev. Moore, Sheila Carraway and Rick Stevens met with Wells Fargo representatives to discuss construction loan alternatives. Loan is contingent on LMI candidates being approved.

City of Washington Grant Update

Projected activity for next month: Three screened LMI candidates have been identified, one to meet with Jennifer Jones of Wells Fargo in February. City staff to meet with Metropolitan and Rick Stevens to discuss construction financing plans.

Is project on schedule, if not what action is being taken: Not on schedule, plan to construct and convey two homes by July 1, 2014, two by July 1, 2015, and one by July 1, 2016. Main challenge is obtaining construction financing.

Other notes/Council actions required (anticipated date of council action):

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Lighthouse Restrooms

Grant Number:

Grant Agency: Public Access Funds/Division of Coastal Management

Contract Grant Administrator: John Thayer, DCM

City Grant Administrator: John Rodman

Award Date: 1/17/12 Grant Expiration Date: 1/17/15 Projected Completion Date: June 2014

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$250,000.00	\$0	\$250,000.00	\$12,180.33
City Match	94,397.00	94,397.00	94,397.00	4,594.67
Other Match				
Total	\$344,397.00	\$94,397.00	\$344,397.00	\$16,775.00

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	_____	0
Total Reimbursement:	\$	0

Grant Status

Prior activity:

Invitation to Bid & Documents Released: ***August 21, 2013***

Pre-Bid Meeting: ***August 29, 2013***

Bids Received: ***September, 18, 2013***

City of Washington Grant Update

Activity during month:

Received bids and Council accepted low bid after contractor negotiations – Attorney began work on contract – completed contract this month – waiting on all signatures in order to issue Notice to Proceed.

Projected activity for next month:

Issue Notice to Proceed - begin purchase of materials – begin site preparation – begin construction phase

Is project on schedule, if not what action is being taken:

Project is on schedule to be completed by contract date

Other notes/Council actions required (anticipated date of council action):

No action required at this time

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: EDA Sewer Projects
Grant Number: EDA Project No. 04-79-06833
Grant Agency: USDOC - EDA
Contract Grant Administrator: Mid-East Commission
City Grant Administrator: Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$719,920	\$0	\$719,920	\$92.35
City Match	\$703,974	\$0	\$703,974	\$90.31
Other Match				
Total	\$1,423,894	\$0	\$1,423,894	\$182.66

Reimbursement to Date: \$0
 Outstanding Reimbursement requests: \$0
 Total Reimbursement: \$0

Grant Status

Prior activity: This grant will reimburse the City of Washington for a portion of the construction of upgrades to the Cherry Run pump station, generator at the WWTP and replacement of the Water and Bonner pump station. The grant was approved and signed by the City of Washington on September 23, 2013. RFPs were requested for engineering firms and work was awarded to Rivers and Associates on November 18, 2013.

Activity during month: Topographic surveys have begun.

Projected activity for next month: Start design work.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required to award construction project in December 2014, once design is completed and project is bid.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: EDA Water Projects

Grant Number: EDA Project No. 04-79-06833

Grant Agency: USDOC - EDA

Contract Grant Administrator: Mid-East Commission

City Grant Administrator: Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$722,129	\$0	\$722,129	\$0
City Match	\$706,133	\$0	\$706,133	\$0
Other Match				
Total	\$1,428,262	\$0	\$1,428,262	\$0.00

Reimbursement to Date: \$0
 Outstanding Reimbursement requests: \$0
 Total Reimbursement: \$0

Grant Status

Prior activity: This grant will reimburse the City of Washington for a portion of the construction of a 16” parallel water line along US 264E and liquid chlorine disinfection at the WTP. The grant was approved and signed by the City of Washington on September 23, 2013. RFPs were requested for engineering firms and work was awarded to Rivers and Associates on November 18, 2013.

Activity during month: Topographic surveys have begun.

Projected activity for next month: Start design work.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required to award construction project in December 2014, once design is completed and project is bid.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: City of Washington Parks & Recreation Master Plan

Grant Number: N/A

Grant Agency: Pitt County Community Transformation Grant

Contract Grant Administrator: John H. Morrow, MD, MPH

City Grant Administrator: Kristi Roberson

Award Date: 5/20/13 Grant Expiration Date: 9/30/13 Projected Completion Date: 2/28/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$45,000.00	\$45,000.00	\$45,000.00	32,015.00
City Match	\$5,000.00	0	\$5,000.00	1,685.00
Other Match				
Total	\$50,000.00	\$45,000.00	\$50,000.00	\$33,700.00

Reimbursement to Date:	\$45,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$45,000.00

Grant Status

Prior activity:

- *Introduction section is 90% developed
- *Goals and objectives section has been drafted
- *Data for City profile section has been compiled and being entered into report
- *Location maps and figures for Profile section are being entered into the report
- *Inventory and Evaluation has been completed and information has been entered into the report
- *Public Involvement / Process results have been received and are being reviewed and incorporated into the report.
- *Unmet Needs are being compiled
- *Recommendations are being considered in light of survey results
- *Action Plan will be produced once all public input has been evaluated.

City of Washington Grant Update

Activity during month:

- *Public Involvement / Process has been received
- *Maps, graphics and figures are at 75% completion
- *Update information into report
- *Recommendations being drafted based on survey findings

Projected activity for next month:

- *Draft document presented to City for review
- *Location maps and figures for Profile section will be finalized based on City review and comments
- *Inventory and Evaluation will be finalized based on City review and comments
- *ECU & Rivers public Involvement / process will be reviewed with City staff for accuracy
- *Unmet Needs will be finalized based on City review and comments
- *Recommendations will be updated will be finalized based on City review and comments
- *Action Plan will be finalized based on City review and comments

Is project on schedule, if not what action is being taken:

- *not based on original contract completion date – extension was given to reach the projected 400 person response rate for the random phone survey efforts.
- *results are being finalized and will then be incorporated into the master plan document

Other notes/Council actions required (anticipated date of council action): The grant completion date is September 2013, however work can continue after that date. CTG requires monthly updates until the work is completed.

City of Washington Grant Update

Agenda Date: January 27, 2014, 2013

Grant Name: Main Street Solutions

Grant Number: MSSF – Washington2011

Grant Agency: Department of Commerce

Contract Grant Administrator: Washington Harbor District Alliance, Beth Byrd

City Grant Administrator: John Rodman

Award Date: 4/10/2012 Grant Expiration Date: 2/23/2015 Projected Completion Date:

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$200,000	\$0	\$200,000	\$0
City Match	0	0	0	0
Other Match				
Total	\$200,000	\$0	\$200,000	\$0

Reimbursement to Date:	\$0
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0

Grant Status

Prior activity: The owner of Old City Hall and developer are in process of securing financing for this \$721,000 renovation project. All plans are complete, City Historic Preservation Commission approval has been granted, some plans have been shown to inspections – no approvals have been requested as of yet from inspections. State clearances from SEPA, State Environmental Review have been obtained as mandated by the grant. State Historic Preservation Office (SHPO) has been consulted numerous times on the project but have not officially signed off on the project because they are waiting for State Historic Tax Credit application to proceed. Need SHPO approval before construction begins.

City Manager met with Cedar Grove Plantation LLC. One partner, Catherine Pisciotta, Beth Byrd, Trent Tetterton and Franz Holscher on Tuesday, Oct. 22 to discuss the status of the project.

City of Washington Grant Update

A notice of violation of the Preservation Agreement was corresponded to Cedar Grove Plantation November 1, 2013. A conference on November 18, 2013 confirmed authorization of a Second Extension of the Preservation Agreement until January 15, 2014 contingent on communication from Cedar Grove on or before January 15, 2015 whether financing necessary to complete the project had been secured and they desired to go forward with the project.

Activity during month: The City Manager received correspondence on January 15th indicating that Cedar Grove had not secured the necessary financing and would cooperate in the City's exercise of its option to re-purchase the property.

Projected activity for next month: Prepare Council Action item for February meeting to discuss re-purchase.

Is project on schedule, if not what action is being taken:

No, the project is not on schedule. In the terms stipulated by the City in the sales contract/preservation agreement of Old City Hall to the Cedar Grove Plantation LLC, the developer was supposed to start construction within the first year of purchase.

Other notes/Council actions required (anticipated date of council action): February discussion of property repurchase.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Façade Grants

Grant Number:

Grant Agency: City of Washington

Contract Grant Administrator:

City Grant Administrator: John Rodman

Award Date: 7/1/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds				
City Match	\$10,000.00	0	\$10,000.00	\$9,354.00
Other Match		17.11		
Total	\$10,000.00	\$17.11	\$10,000.00	\$9,354.00

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	_____	0
Total Reimbursement:	\$	0

Grant Status

Prior activity:

Activity during month: An additional appropriation in the amount of \$10,090 was made by Council at the January meeting. A total of 4 projects were reimbursed in the amount of \$7,556 out of those funds.

Projected activity for next month: Additional projects will be completed and reimbursements will be made.

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Is project on schedule, if not what action is being taken: Project is on schedule. Anticipate close-out prior to end of the year.

Other notes/Council actions required (anticipated date of council action): N/A

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: New Terminal Building (Construction)

Grant Number: 36244.51.9.1 (State Discretionary Funding 12/13)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: Pending Grant Expiration Date: Pending Projected Completion Date: March 2015

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$500,000.00	\$0	\$500,000.00	\$0.00
City Match	\$55,556.00	\$55,556.00	\$55,556.00	\$0.00
Other Match				
Total	\$555,556.00	\$55,556.00	\$555,556.00	\$0.00

Reimbursement to Date:	\$0.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0.00

Grant Status

Prior activity: This grant will reimburse the City of Washington for a portion of the New Terminal Building to be constructed at Warren Field. The grant application was signed by the City of Washington on December 6, 2013 and submitted to the NCDOT Division of Aviation (NCDOA).

Activity during month: No activity this month. City is still awaiting grant agreement from NCDOA.

Projected activity for next month: None.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required once grant agreement is received back from NCDOA.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: New Terminal Building (Construction)

Grant Number: 36237 TBD (Vision 100 Funds 2012 Remaining Funds)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: Pending Grant Expiration Date: Pending Projected Completion Date: March 2015

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$49,277.00	\$0	\$49,277.00	\$0.00
City Match	\$5,475.00	\$5,475.00	\$5,475.00	\$0.00
Other Match				
Total	\$54,752.00	\$5,475.00	\$54,752.00	\$0.00

Reimbursement to Date: \$0.00

Outstanding Reimbursement requests: 0

Total Reimbursement: \$0.00

Grant Status

Prior activity: This grant will reimburse the City of Washington for a portion of the New Terminal Building to be constructed at Warren Field. The grant application was signed by the City of Washington on December 6, 2013 and submitted to the NCDOT Division of Aviation (NCDOA).

The grant application submitted includes 2012 Vision 100 Funds in the amount of 49,277.00.

Activity during month: No activity this month. City is still awaiting grant agreement from NCDOA.

Projected activity for next month: Once the final grant is in place for the 2012 Vision 100 Funds mentioned above, a grant amendment will be prepared. *The grant amendment will add the 2013 Vision 100 Funds to this grant in the amount of \$150,000.*

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required once grant agreement is received back from NCDOA.

**City of Washington
Grant Update**

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: New Terminal Building (Design and Bidding)

Grant Number: 36237.38.12.1 (2012 Vision Funds)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: 4/4/13 Grant Expiration Date: 7/1/15 Projected Completion Date: March 2015

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$100,967.00	\$72,397.30	\$100,967.00	\$99,694.67
City Match	\$11,218.00	\$11,218.00	\$11,218.00	\$11,077.19
Other Match				
Total	\$112,185.00	\$83,615.30	\$112,185.00	\$110,771.86

Reimbursement to Date:	\$72,397.30
Outstanding Reimbursement requests:	<u>27,297.37</u>
Total Reimbursement:	\$99,694.67

Grant Status

Prior activity: Project includes design and bidding phase services for the new Terminal Building at Warren Field. Grant includes 2011 Vision 100 Funds and 2012 Vision 100 Funds as follow:

2011 Vision 100 Funds \$244.00
2012 Vision 100 Funds \$100,723.00

Design was complete in October 2013 and bids were received in November 2013. Bids were presented to City Council in December 2013. Reimbursement requests for design and bidding phase costs were submitted to the NCDOT Division of Aviation on 7/31/13, 10/8/13, 11/12/13.

Activity during month: A reimbursement request was submitted to the NCDOT Division of Aviation on 1/7/14 for expenses through December 2013. The City is still waiting to be reimbursed for the expenses included on the reimbursement request dated 1/7/14.

Projected activity for next month: A final invoice will be prepared for this project and a final reimbursement request will be submitted to the NCDOT Division of Aviation. With the final

City of Washington Grant Update

reimbursement request submission to the NCDOT DOA, the grant will be closed. Grant funds that are not spent will be available for use in a separate grant at a later date.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): None.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Economic Development Incentives – Spinrite Services

Grant Number: N/A

Grant Agency: City of Washington

Contract Grant Administrator: N/A

City Grant Administrator: Matt Rauschenbach

Award Date: 1/7/12 Grant Expiration Date: 1/7/15 Projected Completion Date: 1/7/15

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$0	\$0	\$0	\$0
City Match	90,000.00	90,000.00	90,000.00	67,500.00
Interest Earned		356.60		
Total	\$90,000.00	\$90,365.60	\$90,000.00	\$67,500.00

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		<u>0</u>
Total Reimbursement:	\$	0

Grant Status

Prior activity: City expenditure to date of \$67,500 reflects the City’s portion of the grant match based on actual jobs created: 76 certified of commitment to create of 100.

Activity during month:

Projected activity for next month:

Is project on schedule, if not what action is being taken: yes

Other notes/Council actions required (anticipated date of council action):

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Comprehensive Pedestrian Plan

Grant Number:

Grant Agency: Mid-East Commission/NCDOT

Contract Grant Administrator: Justin Oakes

City Grant Administrator: Kristi Roberson

Award Date: 5/20/13 Grant Expiration Date: 9/30/13 Projected Completion Date: 12/31/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$10,000.00	\$10,000.00	\$ 10,000.00	\$0
City Match	0		0	
Other Match				
Total	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$0

Reimbursement to Date:	\$10,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$10,000.00

Grant Status

Prior activity:

Steering Committee Created.

Activity during month:

None at this time.

Projected activity for next month:

Begin Steering Committee Meetings.

Is project on schedule, if not what action is being taken:

Project has been delayed in starting due to the continued work on the Comprehensive Bicycle Plan. Mid East plans to set up a steering committee meeting and begin work in February.

Other notes/Council actions required (anticipated date of council action):

**City of Washington
Grant Update**

Council action required upon completion of the plan.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Jumpstart Washington

Grant Number: CDBG 11-C-2340

Grant Agency: Department of Commerce, CDBG SBEA

Contract Grant Administrator: The Wooten Company, Billie Hansen

City Grant Administrator: John Rodman

Award Date: 7/6/12 Grant Expiration Date: 1/16/15 Projected Completion Date: 7/6/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$200,000.00	\$114,925.65	\$200,000.00	\$138,711.65
City Match	0	0	0	0
Other Match				
Total	\$200,000.00	\$114,925.65	\$200,000.00	\$138,711.65

*Detailed Revenue and Expenditure Statement is attached.

Reimbursement to Date:	\$114,914.65
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$114,925.65

Grant Status

Prior Activity: Purchased utility truck for Park Boat, plumbing equipment for FRE Plumbing and RX Drugs for Tayloe Pharmacy. Ordered Yale forklift for Park Boat (being built) and tractor bid being reviewed by owner. Procured and delivered skid steer loader for Pamlico Fence Company.

Activity during Month: Procured six pieces of diagnostic equipment for Eastern Carolina Import Cars (ECIS); one computer currently being procured to complete all project scheduled equipment purchases. One new employee was hired during November bringing the current number of new hires to six, toward a goal of eight jobs (7 new, 1 retained). ECIS is in the process of hiring one new employee.

Projected Activity for Next Month: On-going monitoring of job creation will continue until all jobs are in place for a continuous six-month period to satisfy grant requirements. A decision needs to be made regarding potential use of \$5,000 Planning activity line item. At one time it

City of Washington Grant Update

was thought that activities could include up to \$3,500 for staff time reimbursement for project development (Bianca Gentile's time), but having re-read the grant guidelines which state "Five thousand dollars (\$5,000) of each grant **must** be used to create and nurture an entrepreneurial environment. The activities that fund and are associated with creating an entrepreneurial environment fall under the project's planning budget. If the CDBG application is funded, up to \$3,500 of documented application costs may be reimbursed to the grantee from the planning budget. In total, up to \$8,500 is allowed from the planning budget. Project funds for planning + administration may not exceed 15% of the total project request", it appears that the full \$5,000 amount must be used for creating and nurturing an entrepreneurial environment. Please see attached information regarding "Alliance of Bright Ideas", which was the original planned usage for these funds.

Other Notes/Council Actions required (Anticipated Date of Council Action): None at this time.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Comprehensive Bicycle Plan

Grant Number: 52-60-4930

Grant Agency: Mid-East Commission/NCDOT

Contract Grant Administrator: Justin Oakes

City Grant Administrator: Kristi Roberson

Award Date: 5/26/11 Grant Expiration Date: 12/31/13 Projected Completion Date: 6/30/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$28,000.00	\$0	\$ 28,000.00	\$24,690.00
City Match	7,000.00	7,000.00	7,000.00	6,172.50
Other Match				
Total	\$ 35,000.00	\$ 7,000.00	\$ 35,000.00	\$30,862.50

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	<u>23,430.00</u>
Total Reimbursement:	\$ 23,430.00

Grant Status

Prior activity:

Field Evaluation; Public Input Survey; Steering Committee Meetings (5); Public Open House (2); Exhibit at BoCo Festival; Mapping

Activity during month:

NCDOT reviewing draft.

Projected activity for next month:

Complete and distribute final Draft Plan

Is project on schedule, if not what action is being taken:

City of Washington Grant Update

Project was slowed from its initial schedule in an effort to receive more public input; as a result more time will be needed for NCDOT Review. Mid-East has coordinated with NCDOT Bike and Pedestrian Division and the Parks and Recreations department to adjust schedule and contract completion date accordingly.

Other notes/Council actions required (anticipated date of council action):

Council action required upon completion of the plan; completion date dependent upon review time needed by NCDOT.

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: Blue Goose (Oak Ridge Metal Works)

Grant Number: 12-E-2404

Grant Agency: CDBG- Building Reuse

Contract Grant Administrator: Kevin Richards, Mid-East Commission

City Grant Administrator: John Rodman

Award Date: 3/1/13 Grant Expiration Date: 3/1/15 Projected Completion Date: 2/1/15

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$320,000.00	\$231,706.51	\$320,000.00	\$231,706.51
City Match	30,000.00	30,000.00	30,000.00	10,000.00
Other Match	0	4,000.00	0	0
Total	\$350,000.00	\$265,706.51	\$350,000.00	\$241,706.51

Reimbursement to Date:	\$231,706.51
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$231,706.51

Grant Status

Prior activity: Renovation of Oak Ridge Metal Works Building (Former Brooks Boatworks facility) and job creation.

Activity during month: Continued renovation of facility, job creation requirement met.

Projected activity for next month: Continued renovation of facility

Is project on schedule, if not what action is being taken: Project is on schedule.

**City of Washington
Grant Update**

Other notes/Council actions required (anticipated date of council action):

City of Washington Grant Update

Agenda Date: January 27, 2014

Grant Name: CDBG Housing Development Program

Grant Number: CDBG 09-C-2050 (HD)

Grant Agency: Department of Commerce

Contract Grant Administrator: Washington Housing Nonprofit, Inc.

City Grant Administrator: John Rodman

Award Date: 4/9/10 Grant Expiration Date: 12/13/13 Projected Completion Date: 10/31/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62
City Match	0	0	0	0
Other Match				
Total	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62

Reimbursement to Date:	\$185,718.62
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$185,718.62

Grant Status

Prior Activity:

On September 13, 2013 North Carolina Department of Commerce approved for a total of 10 homes to be constructed and occupied using these Grant funds.

Five homes have closed to date – (the fifth house is under construction at this time). Two of the homes were built on lots not using CDBG grant funds.

Four homes are currently occupied by LMI families. As stated, the fifth house is under construction at this time.

The LBC set parameters for \$6000 to be deposited in the Trust Account of the City Attorney for each closing which takes place using funds from the grant, until which time the city no longer has exposure of having to pay back grant funds.

City of Washington Grant Update

The city attorney is currently holding a total of \$18K in his trust account for the three closings that have occurred using CDBG grant funds.

Status:	10	LMI home commitment
	2	LMI occupied- non grant lots
	<u>3</u>	LMI occupied- grant lots (\$6k/lot escrow)
	5	Remaining balance

Projected Activity for next Month:

In addition, 3 more applicants are in the pre-approval process at this time. WHI is working to help other families get approved to purchase the other lots at Northgate.

Other Notes/Council Actions required (Anticipated Date of Council Action):