



Executive Board Meeting Agenda

Wednesday, April 13, 2022
 Zoom Meeting
 Join by computer:
<https://us06web.zoom.us/j/85090782784>
 Join by phone: Dial 1-929-436-2866 and enter Meeting ID 850 9078 2784

Chairman Bobby Compton will convene a meeting of the Centralina Executive Board **on Wednesday, April 13, 2022 at 5:00 pm.** The meeting will be held via Zoom.

Time	Item	Presenter
5:00 p.m.	Call to Order	Bobby Compton
	Roll Call	
	Moment of Silence	
	Amendments to the Agenda (if any)	
Consent Items: <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board Member.</i>		
5:10 p.m. Item 1 <i>Pages 5 - 8</i>	Resolution of Support for NC Department of Transportation FY23 Public Transportation Program Funding The Executive Board is asked to adopt a resolution affirming matching funds for an NCDOT Public Transportation Program grant. Action/Recommendation: <i>Motion to adopt a resolution to provide matching funds for the NCDOT FY2023 Public Transportation Program funding for developing a regional transportation demand management plan.</i>	Jason Wager
Item 2 <i>Pages 10 - 46</i>	Title VI Plan Update Approval Centralina asks the Board to approve a revised Title VI Plan for the organization and resolve continued compliance with provisions and responsibilities of Title VI of the Civil Rights Act of 1964. Action/Recommendation: <i>Motion to approve Centralina's revised Title VI Plan, resolve continued compliance, and authorize the Executive Director to further develop and provide any other Title VI assurances, plans and programs, as suggested or required.</i>	Venecia White
Item 3 <i>Pages 48 - 51</i>	Office Furniture Contract Authorization The Executive Director seeks authorization to enter into a contract with Office Environments for furniture and fixtures for the new Centralina office at Resource Square 4. Action/Recommendation: <i>Motion authorizing the Executive Director to enter into a contract with Office Environments to purchase furniture and fixtures in an amount not to exceed \$254,876.99.</i>	Geraldine Gardner
Item 4 <i>Pages 53 - 55</i>	FY22 Budget Amendment The Executive Board is asked to approve the proposed amendments to the operating and grants budgets for the fiscal year ending June 30, 2022. Action/Recommendation: <i>Motion to approve amendments to Centralina's FY22 operating and pass-through grants budgets as proposed.</i>	Denise Strosser

Time	Item	Presenter
Item 5 <i>Pages 57 - 60</i>	Approval of the March 9, 2022 Executive Board Meeting Minutes The minutes from the March 9, 2022 meeting have been distributed to all members of the Executive Board and should be approved if correct. Action/Recommendation: <i>Motion to approve the March 9, 2022 Executive Board meeting minutes.</i>	Bobby Compton
Regular Business Items:		
5:15 p.m. Item 6 10 minutes <i>Pages 62 - 63</i>	Federal Relations Update Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations activities, including a performance report on activities from March. Action/Recommendation <i>Motion to accept the Strategics Consulting performance report for March 2022.</i>	Leslie Mozingo
5:25 p.m. Item 7 25 minutes <i>Pages 65 - 66</i>	FY23-FY26 Strategic Planning Vision and Goal Setting Centralina will provide the Executive Board with an overview of the strategic planning process and seek input on the emerging organizational vision and goals. Executive Board members are asked to come prepared to discuss: What is Centralina known for 10 years from now? How can we be different from other regional councils? What is our lasting impact on the region? Action/Recommendation <i>Receive as information and provide requested feedback.</i>	Geraldine Gardner
5:50 p.m. Item 8 10 minutes <i>Pages 68 - 74</i>	ARPA Peer Consortium Launch Briefing Centralina staff will brief the Executive Board on the launch of the American Rescue Plan Act (ARPA) Peer Consortium. Action/Recommendation <i>Receive as information and share the ARPA Support Services Update with staff and other elected officials in your community.</i>	Kelly Weston and Nina Barrett
6:00 p.m. Item 9 10 minutes <i>Page 76</i>	Centralina Grant Services Overview Centralina staff will present an overview of the grant support services Centralina provides to member governments. Action/Recommendation: <i>Receive as information.</i>	Kelly Weston
6:10 p.m. Item 10 5 minutes	Treasurer and Secretary Installation	Kelly Weston



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Time	Item	Presenter
6:15 p.m. 5 minutes	Comments from the Executive Board and Centralina Staff	Board Members and Staff
6:20 p.m. 5 minutes	Comments from the Executive Director	Geraldine Gardner
6:25 p.m. 5 minutes	Comments from the Chair	Bobby Compton
6:30 p.m.	Adjournment	Bobby Compton

Centralina Regional Council complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Regional Council will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Regional Council's programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation, please contact the Clerk to the Board, 9815 David Taylor Drive, Charlotte, NC 28262, phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: www.centralina.org.



CENTRALINA

REGIONAL COUNCIL

Item 1



Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Michelle Nance/ Jason Wager	Presentation Time:	10 minutes (if needed)			
Presenter at Meeting:	Jason Wager	Phone Number:	704-591-9308			
		Email:	jwager@centralina.org			
Alternate Contact:	Michelle Nance	Phone Number:	704-654-2806			
		Email:	mnance@centralina.org			
Submitting Department:	Planning	Department Head Approval:	Michelle Nance			
Description of Agenda Item:						
<p>As part of the implementation of CONNECT Beyond's recommendations, Centralina Regional Council ("Centralina") is pursuing funding to develop a regional transportation demand management (TDM) program. To this end, Centralina submitted a grant application for NCDOT FY2023 TDM funds on March 18, 2022. This grant will cover Centralina's administrative and project management expenses related to the development of a regional TDM plan. This grant application requires an organization's Board to adopt the attached resolution, which ensures the 50% local match funding is programmed and available for TDM activities. Centralina's grant application requested \$34,988 in NCDOT funds to be matched with \$34,988 in local funds. These local match funds are currently being allocated from Centralina's local government membership fees but there is some possibility of other sources becoming available in FY2023 to cover these funds.</p>						
Background & Basis of Recommendations:						
<p>Last October, Centralina Regional Council adopted the CONNECT Beyond Regional Mobility Plan and Recommendations. Since then, the project team has been working on a number of implementation activities, including pursuing funding to develop a regional transportation demand management (TDM) program.</p> <p>TDM is a set of strategies that seek to change how and when people travel. The goal of TDM is to reduce the number of people driving private vehicles in general but particularly during peak travel hours. To date, TDM programs in the Charlotte region have been focused on Mecklenburg County and limited in scope and duration. CONNECT Beyond recommendations identified Centralina as the lead agency for a regional TDM program and prioritized developing a regional TDM program in the immediate term (0-3 Years).</p> <p>To this end, Centralina submitted a grant application for NCDOT FY2023 TDM funds on March 18, 2022. This grant will cover Centralina's administrative and project management expenses related to the development of a regional TDM plan. This grant application requires an organization's Board to adopt the attached resolution, which ensures the 50% local match funding is programmed and available for TDM activities. Centralina's grant application requested \$34,988 in NCDOT funds to be matched with \$34,988 in local funds. These local match funds are currently being allocated from Centralina's local government membership fees but there is some possibility of other sources becoming available in FY2023 to cover these funds.</p>						

For the Board's awareness, a companion activity to successfully launch a long-term TDM program in the region will involve Centralina separately contracting directly with NCDOT to engage a pre-qualified consultant to help develop the regional TDM plan. Centralina will work with NCDOT to develop the scope of services for this work. It is expected that this agreement will be in place before July 1, 2022 so it is likely that this topic will be in front of Centralina's Board in the coming months and will carry with it a similar local match requirement.

Requested Action / Recommendation:

Motion to adopt a resolution to provide matching funds for the NCDOT FY2023 Public Transportation Program funding for developing a regional transportation demand management plan.

Time Sensitivity: <i>(none or explain)</i>	NCDOT needs this resolution before its Transportation Board meeting in May in order to consider Centralina's grant application.
Budget Impact: <i>(none or explain)</i>	\$34,988 in local match funds for FY2023
Attachments: <i>(none or list)</i>	TDM Grant Resolution

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2023 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) _____ and seconded by (*Board Member's Name or N/A, if not required*) _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Section 5310 program.

WHEREAS, Centralina Regional Council hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the Executive Director of Centralina Regional Council is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (*Certifying Official's Name*)* _____ (*Certifying Official's Title*) _____ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (*Name of Applicant's Governing Board*) Centralina Regional Council's Executive Board duly held on the 13 day of April, 2022.

Signature of Certifying Official

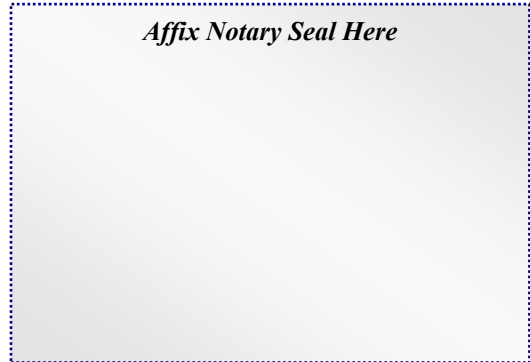
***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (*date*) _____

*Notary Public **

Printed Name and Address

My commission expires (*date*) _____





CENTRALINA

REGIONAL COUNCIL

Item 2



Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Venecia R. White	Presentation Time:	N/A			
Presenter at Meeting:	N/A	Phone Number:	704-348-2733			
		Email:	vrock@centralina.org			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-372-2416			
		Email:	ggardner@centralina.org			
Submitting Department:	Executive	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
<p>Centralina asks the Board to approve a revised Title VI Plan for the organization and resolve continued compliance with provisions and responsibilities of Title VI of the Civil Rights Act of 1964. Centralina has previously adopted policy statements regarding equal opportunity and non-discrimination (as contained in Centralina's Personnel Manual). However, the Title VI policy addresses these statements as related to federal funding and assistance. The Title VI Plan must be updated periodically to incorporate any changes and additional responsibilities that may arise in the course of implementation of the plan. The latest revision includes an expanded section on Accommodating Individuals with Disabilities, Requesting Accommodations and the Role of Centralina Staff. Additionally, we've expanded the Complaint Policy and Procedures section and included the responsibilities for overall Title VI Related Training and Staff Development. The Centralina Board of Delegates last approved a Title VI Policy Statement and Resolution at its October 10, 2018 meeting.</p>						
Background & Basis of Recommendations:						
<p>To fund its many program activities and initiatives, Centralina receives direct or pass-through federal funding from various agencies and as a recipient and sub-recipient of federal funding must ensure full compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin.</p>						
Requested Action / Recommendation:						
<p>Motion to approve Centralina's revised Title VI Plan, resolve continued compliance, and authorize the Executive Director to further develop and provide any other Title VI assurances, plans and programs, as suggested or required.</p>						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	Title VI Plan and Non-Discrimination Policies and Procedures					



CENTRALINA
REGIONAL COUNCIL

Title VI Plan and Non-Discrimination Policies and Procedures

Draft for Review
December 29, 2021

Original Title VI Plan approved by the Centralina Board of Delegates, October 10, 2018

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Draft for Review

POLICY STATEMENT AND NOTICE OF NON-DISCRIMINATION

The Centralina Regional Council (Centralina), as a recipient of federal financial assistance, assures that no person shall, on the grounds of their race, color, age, disability, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any agency-sponsored program or activity, regardless of whether those programs and activities are federally funded or not. Centralina's Non-Discrimination Policy is in keeping with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act, Section 188 of the Workforce Investment Opportunity Act and related federal policies that address non-discrimination as outlined in the following document.

Centralina's Non-Discrimination Policy applies to all employees, contractors and subrecipients of Centralina, as well as all recipients of and participants in all Centralina programs, services and activities.

Further, in the event that Centralina distributes federal financial aid funds to a subrecipient, Centralina will include the appropriate non-discrimination language and references to federal laws, such as Title VI, in all written agreements and will monitor those subrecipients for compliance as and when required.

This policy statement not only identifies the guiding principles of Centralina's Title VI plan but is also an expression of our organization's broader commitment to non-discrimination.

Centralina values the diversity of all the people and communities we serve and welcomes participation from all interested parties in its programs, services and activities, regardless of cultural identity or background. Centralina is also committed to promoting the comprehensive realization of equal opportunity and equal access to all of its programs, services and activities regardless of race, color, national origin, sex, religion, age, disability, marital or family status, sexual orientation, gender identity or expression or any other characteristic protected by law. Centralina is an Equal Employment Opportunity/Affirmative Action employer.

Centralina will not tolerate any form of proscribed discrimination in employment efforts or in any of its programs, services or activities. Further, Centralina will not tolerate any form of retaliation directed against an individual who complains of discrimination pursuant to this policy or who participates in any investigation concerning discrimination pursuant to this policy.

PURPOSE OF THE DOCUMENT

The following document (or “Plan”) details the non-discrimination policies, procedures and practices of the Centralina Regional Council; this document is also designed to ensure that federal and state funds awarded to Centralina are used in a manner that is non-discriminatory as required under Title VI of the Civil Rights Act of 1964, Workforce Innovation Opportunity Act Section 188, the Americans with Disability Act and related federal policies are outlined herein.

The specific Title VI-related activities discussed in this Plan are developed in response to regulations and directives of the U.S. Department of Transportation (DOT), particularly the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). DOT Title VI implementing regulations are contained in the Code of Federal Regulations, 49 CFR 21.

In addition, the contents of this document support Centralina’s Diversity, Equity and Inclusion (DEI) Initiative and our core values which guide and reinforce our internal cultural and service commitment. The organization’s adopted DEI statement is as follows:

An inclusive workplace is essential to carrying out Centralina’s mission of expanding opportunity and improving quality of life while upholding our core values. Centralina has a responsibility to create and sustain a work environment where employees of all races, ethnicities, nationalities, cultures, religions, gender identities or expressions, sexual orientations, ages, neurodiversities and physical abilities feel safe, respected and empowered to bring their unique identities to work. We welcome the contributions these differences offer and recognize that having an array of perspectives fosters creativity and innovation. To promote diversity, equity and inclusion within our organization, Centralina commits to:

- *Providing ongoing training and resources on cultural competency and overcoming personal biases;*
- *Zero tolerance for harassment of any kind;*
- *Resolving conflicts and addressing grievances expediently and effectively;*
- *Ensuring equity in hiring, advancement and salary setting practices; and*
- *Regularly reviewing and assessing the organization’s cultural inclusivity and sensitivity.*

Centralina has adopted this Plan to ensure that the organization is in compliance with the provisions of federal non-discrimination laws and to guide the organization in its administration and management of its activities. As a recipient of federal funds from various funding sources, Centralina is committed to acting with the highest level of integrity and responsibility to ensure that all activities conducted by the organization are without discriminatory intent, purpose, action or result. This Plan is applicable all Centralina programs, activities and services (regardless of whether they are federally funded or not); further is applies to all staff, Board members, participants, subrecipients and contractors whether or not the programs, activities and services engaged are federally funded or not.

This Plan is intended to inform and serve three primary audiences and purposes:

1. General Public & Prospective Employees: Information on the non-discrimination regulations that Centralina is obligated to follow (due to being a federal fund recipient and a public entity) and how Centralina responds to these requirements via policies, procedures and practices.
2. Centralina Staff: As a reference for staff on federal requirements, organizational responsibilities and specific policies, procedures and practices that staff are required to follow related to non-discrimination.
3. Federal and State Oversight Agencies: To provide information to state and federal oversight agencies on how Centralina carries out its responsibilities in regard to federal non-discrimination laws.

The Plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise. The initial Title VI plan was adopted by the Centralina Regional Council Board of Delegates on October 10, 2018; subsequent updates are also subject to approval by the Board.

Dissemination and Notices

This Plan shall be disseminated to Centralina employees via the Policies and Procedures and Employee Handbook upon hire; and shall be provided as a reminder to employees of the Policy Statement and of the employee's responsibilities in their daily work and duties. Ongoing training shall also be provided to staff as outlined in the Training section.

Title VI information posters, WIOA Equal Opportunity is the Law Notice/Poster shall be prominently and publicly displayed at Centralina's offices and in accordance with 29 CFR.38.35.

The information presented in this Plan is current as of the date of the report and will continue to provide an overview of Title VI and related non-discrimination activities and requirements. However, all of the information is subject to change and revision in accordance with new legislation, rules and policies at the federal, state, or organizational levels, or due to organizational updates of various documents.

Plan Implementation

Implementation of the Plan is supported by the designated Equal Opportunity Officer who has the following responsibilities as summarized below and outlined in future detail throughout the plan:

- Coordinate with Human Resource Manager and Executive Director on updates to the policies, procedures and practices herein;
- Coordinate staff training for new hires and existing staff;
- Receive and investigate complaints of discrimination as outlined in Complaint Policy Section;
- Receive and develop organizational response to requests for reasonable accommodations made by Centralina staff, Board members, program participants and other individuals engaged in providing or receiving services from Centralina.

Contact information for Centralina’s designated Equal Opportunity Officer (or selected designee) shall be available on the organization’s website at www.centralina.org.

In addition to the EOO, all Centralina executive staff, directors, HR manager and Board officers play a role in supporting the implementation of this plan as noted herein.

INTRODUCTION

Overview Of Centralina’s Services

Centralina Regional Council (hereinafter referred to as Centralina) is a public organization that was established in 1968 to serve the needs of the greater Charlotte region, including Anson, Cabarrus, Gaston, Lincoln, Iredell, Mecklenburg, Rowan, Stanly and Union counties. Our mission is to strengthen regional collaboration and improve quality of life, which we accomplish in three distinct ways.

- We identify regional opportunities and spark action by facilitating area-wide planning, collaboration and problem-solving.
- We support local governments by giving them the technical support, training and expertise they need to serve their communities.
- We provide direct health, aging and workforce services to individuals. Through these three levels of engagement and impact, we seek to unite our region by a common vision for a thriving and prosperous place to live, work and play.

Our departments and affiliated organizations work across the region to fulfill our mission, leveraging funding from the federal, state, local and philanthropic sources.

- **The Centralina Area Agency on Aging department** identifies needs and delivers critical services to support older and disabled adults. Through programming, planning, technical assistance and direct services, it helps residents feel like valued members of their communities. The department is subrecipient of funds from the U.S. Department of Health and Human Services.
- **The Centralina Workforce Development Board department** solves the needs of employers and career seekers across our region to create a thriving workforce. Through services and programming, it ensures that the development and training needs of our area are met so that we remain a competitive player in the global economy. This department is subrecipient of funds from the U.S. Department of Labor.
- **The Centralina Regional Planning department** fosters collaboration and looks strategically at our region’s interconnected systems of land use, transportation and economy. It helps local governments create places of lasting value through comprehensive and mutually beneficial strategies and results. This department is subrecipient of funds from the U.S. Department of Transportation.
- **The Centralina Community Economic Development department** drives economic prosperity by addressing our regional opportunities and challenges. It offers technical assistance, staff and expertise to communities and helps leverage resources to improve housing, public infrastructure and downtown revitalizations. This department is subrecipient of funds from the U.S. Department of Housing and Urban Development, CDBG Program.

- **The Centralina Government Affairs and Member Engagement department** helps us continuously deliver value to member governments and regional stakeholders. It supports our departments and creates opportunities for regional relationship building, information exchange, advocacy, continuing education and strategic support.

Affiliates:

- **The Centralina Economic Development District** uses regional collaboration and innovation to create sustainable job growth and a robust regional economy. It leads and coordinates strategic economic planning, implements action plans and offers EDA funding support for economic planning initiatives. The affiliated organization is funded by the U.S. Department of Commerce, Economic Development Administration.
- **The Centralina Foundation** is a 501(c)3 non-profit charitable organization. It helps us explore new partnerships and funding sources that are key to ensuring Centralina has the resources to support ongoing activities and initiatives across our region.
- **The Centralina Clean Fuels Coalition (CCFC)** was designated in April of 2004 as part of the Department of Energy's Clean Cities program. The coalition is housed at the Centralina Regional Council, a state-designated lead regional organization in North Carolina comprised of Anson, Cabarrus, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union counties. This affiliated group is funded by the U.S. Department of Energy.

Centralina has a voluntary membership comprised of counties and municipalities from across the Centralina area and is governed by a Board of Delegates. Our region is one of the nation's fastest growing metropolitan areas, making coordination and collaboration on key issues essential to shaping growth and managing change.

Centralina serves the diverse people and communities of the nine-county Greater Charlotte region, including minority populations, low-income populations, the elderly, persons with disabilities and other protected classes. Centralina recognizes its responsibility to provide fairness and equity in all of its programs, services and activities and that it must abide by and enforce federal and state civil rights legislation.

Overview: Federal Non-Discrimination Legislation

The U.S. Congress passed the landmark Civil Rights Act of 1964. President Lyndon Johnson signed the Civil Rights Act of 1964 into law on July 2, 1964. The passage of the Act made entities that receive federal funding, such as Centralina, directly subject to the federal Civil Rights Act and requirements to operate in accordance with federal non-discrimination law. **Current Title VI law requires non-discrimination in all programs and activities, whether federally-funded or not, of those who receive federal funds.** Following the passage of the 1964 Civil Rights Act, the specific applicability of the Act has been clarified or expanded to include more than race, color and national origin. Federal fund recipients must adjust their programs and policies on an ongoing basis to conform with these requirements.

The term "program or activity" and the term "program" mean all of the operations of:

- A department, agency, special purpose district, or other instrumentality of a state or of a local government; or
- The entity of such state or local government that distributes such assistance and each such department or agency (and each other state or local government entity) to which the assistance is extended, in the case of assistance to a state or local government.

Any part of which is extended federal financial assistance. 42 U.S.C. § 2000d-4a(1)

Many programs have two recipients. The primary recipient or conduit directly receives the federal financial assistance. The primary recipient then distributes the federal assistance to a subrecipient to carry out a program. Both the primary recipient and subrecipient must act in accordance with Title VI. Centralina is a primary and subrecipient.

By legislative mandate, Title VI examines the following public policy issues:

- Accessibility for all persons
- Accountability in public funds expenditures
- Disparate impact
- Economic empowerment
- Environmental justice
- Infrastructure development
- Minority participation in decision making
- Program service delivery
- Public and private partnerships built in part or whole with public funds
- Equal distribution of federal funds regardless of race, color, or national origin

Title VI was enacted to ensure equal distribution of federal funds regardless of race, color or national origin. Because of this, Title VI:

- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds.
- Prohibits discriminatory activity in a facility built in whole or part with federal funds.
- Prohibits entities from denying an individual any service, financial aid, or other benefit because of race, color, or national origin.
- Prohibits entities from providing a different service or benefit or providing these in a different manner from those provided to others under the program.
- Prohibits entities from requiring different standards or conditions as prerequisites for serving individuals.
- Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit.
- Prohibits segregation or separate treatment in any manner related to receiving program services or benefits. Requires assurance of non-discrimination in purchasing of services.
- Requires entities to notify the respective population about applicable programs.
- Requires information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English-speaking ability.

In addition to Title VI, there are other significant federal civil rights-related and non-discrimination legislation, regulations, executive orders, and federal agency guidance that Centralina is subject to and to which this Plan responds.

AGE DISCRIMINATION ACT OF 1975 (42 U.S.C. 6101): The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

AMERICANS WITH DISABILITIES ACT OF 1990, Subchapter 2, Part A [Pub. L. 101-336 (1990); codified as 42 U.S.C. §§12131-12134]: Non-discrimination based on disability. The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

CIVIL RIGHTS RESTORATION ACT OF 1987 (P.L. 100-259): Clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

FEDERAL-AID HIGHWAY ACT OF 1973 (23 U.S.C. 324): Prohibits discrimination on the basis of sex.

SECTION 188 OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT, 29 U.S.C and its implementing regulations at 29 CFR part 38: Prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (29 U.S.C. 794): Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

1970 UNIFORM ACT (42 USC 4601): applies when actions undertaken by federal agencies or entities that receive federal financial assistance cause the temporary or permanent displacement of persons from their property. The Uniform Act requires that all groups of people should be treated uniformly and fairly in any residential relocations resulting from the exercise of eminent domain pursuant to a federal-aid program or project.

23 CFR Part 200: 23 CFR 200 are administration regulations promulgated by the Federal Highway Authority that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

49 CFR Part 21: 49 CFR 21 are administration regulations promulgated by the US Department of Transportation that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

EXECUTIVE ORDER 12250: (28 CFR 42.401) Department of Justice coordination of enforcement of non-discrimination in federally assisted programs.

EXECUTIVE ORDER 12898 (EJ) in 1994: Federal actions to address equity and fairness in minority and low-income populations (“Environmental Justice”) Ensures non-discrimination against minority populations and low-income populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on these protected classes.

EXECUTIVE ORDER 13166 (LEP) in 2000: Requires meaningful access to services for people with limited English proficiency by developing reasonable accommodations through which persons who are limited in their ability to communicate in the English language have meaningful access to agency programs and can participate in opportunities for public involvement.

EXECUTIVE ORDER 13985 (ARE) in 2021: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. Articulates a goal by the Federal government to promote equity for the traditionally underserved populations in the access to economic opportunities and benefits, and to ensure that the programs and activities of Federal agencies are open and inclusive to groups of persons who may be distinguished by their race, color, religion, disability, geographical locations, social class, and lifestyle choices. Among other things, the executive order calls attention to the needs of the rural areas.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

ADA (Americans with Disabilities Act)/504 Statement Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal-aid recipients and other government entities to take affirmative steps to reasonably accommodate those with disabilities and ensure that their needs are equitably represented in related programs, services, and activities.

Centralina shall provide reasonable accommodations to qualified individuals with disabilities who are applicants or participants of any aid, benefit, service, training or employment, are Centralina employees, or applicants for employment, unless providing the accommodation would cause undue hardship (29 CFR 38.14.a). Further Centralina has a similar obligation to make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity (29 CFR 38.14.b).

Centralina will make every effort to ensure that its facility, programs, services, and activities are accessible to those with disabilities. Centralina will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups. Centralina encourages the public to report any facility, program, service, or activity

that appears inaccessible to the disabled. Furthermore, Centralina will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities.

Requesting Accommodations

1. *Directing the request:* individuals requesting accommodations should direct their requests as follows:

General Public, Program Participants	Centralina Staff or Applicants for Open Positions	Centralina Board, Commission or Committee Members
Equal Opportunity Officer	HR and Operations Manager	Equal Opportunity Officer
For Contact Information: <ul style="list-style-type: none"> • In-person: Centralina office location • By phone: 704-372-2416, 1-800-508-577 (Centralina Area Agency on Aging Toll-Free Help Line) • By email: admin@centralina.org • By fax: 704-347-4710 		

Because providing reasonable accommodation may require outside assistance, organization or resources, Centralina asks that requests be made at least fifteen (15) calendar days prior to the need for accommodation.

2. *Assessing and responding to the request:* The Equal Opportunity Officer or HR Manager who will complete the following steps:
 - a. Review the request to determine if the requestor with a disability is “qualified” and if the disability meets the definition under the ADA.
 - b. If affirmed, then initiate an interactive process to engage the requestor to share information and documentation to determine what (if any) accommodations may be needed. Both the requestor and Centralina’s point of contact shall make a good faith effort to communicate in a timely fashion. Input from the requestor on desired accommodations shall be sought.
 - c. Determine accommodations options and if the proposed accommodations are “reasonable” or create an “undue hardship.” Centralina shall follow the guidance in 29.CFR 38.14 to determine if reasonable accommodation would cause undue hardship. Reasonable accommodation is defined in 29.CFR 38.4(yy). Centralina point of contact may consult with appropriate internal and external parties for input on accommodation options. For example, the EOO may consult with the Clerk of the Board on accommodations for hearing impaired board members; or the HR Manager may consult with a supervisor to develop an accommodation plan for an employee.
 - d. Propose recommendation to HR Manager or Executive Director (if HR Manager is the point of contact) for approval. For purchases, all appropriate finance policies and procedures must be adhered to.

- e. Notify the requestor in writing if the request for accommodation has been approved or denied. Details of the accommodation and the anticipated start date shall be included; response can also include steps to review and modify the accommodation should individual or business needs shift.
 - f. Provide documentation of the request and resolution to the HR Manager for confidential record keeping purposes.
3. *Appeals*: The requestor has the right to appeal a denial of accommodation to the Executive Director (if HR Manager was the initial approver) or Centralina Board Chair (if Executive Director was the initial approver). The reviewer shall consider all documentation and respond to the requestor within five (5) business days of receiving a written request.

Role of Centralina Staff

Although formal requests for accommodation are directed to an official point of contact as noted above, all Centralina staff will be trained to understand their obligations to provide meaningful access to information and services and in working with and accommodating persons with disabilities. All staff, even if they do not regularly come in contact with persons with disabilities or receive requests for accommodations will be fully aware of and understand these requirements so they can reinforce its importance and ensure its implementation.

TITLE VI GENERAL REQUIREMENTS

Certifications and Assurances

Federal funding agencies require entities applying for financial assistance to enter into standard agreements or to provide written assurances that the recipient will comply with the funding agency's implementing regulations – including non-discrimination under Title VI. Applications for federal financial assistance must be accompanied by an executed assurance that the funds would be administered in compliance with Title VI non-discrimination regulations.

Centralina is a recipient of federal assistance and as such it, as well as its responsible agents, contractors and consultants, is required to assure non-discrimination.

Centralina hereby gives assurances that no person shall on the grounds of race, color, national origin, age, gender or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by Centralina regardless of whether those particular programs and activities are federally-funded. It is the responsibility of every employee with Centralina and all Centralina external agents to incorporate and implement actions consistent with non-discrimination in programs.

More specifically and without limiting the above general assurance, Centralina hereby gives the following specific assurances:

1. That it will promptly take any measures necessary to effectuate this agreement.

2. That each of Centralina programs, activities and facility will be conducted and or operated in compliance with non-discrimination requirements under all Federal laws and regulations.
3. That these assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance. These assurances are binding on Centralina, its recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants.
4. That Centralina will insert appropriate non-discrimination clauses in every contract subject to Title VI and the Regulations.
5. Centralina will display Title VI information for employees and the public and information shall be translated into languages other than English as needed and consistent with the Limited English Proficiency (LEP) requirements of Title VI.
6. In the course of conducting public outreach and involvement activities, Centralina shall seek out and consider the input of minority, low income and LEP populations as feasible. Public participation shall be encouraged early and often in consideration of social, economic and environmental impacts on all populations.

Title VI Program Administration and Responsibilities

Centralina's designated Equal Opportunity Officer (or selected designee) will be responsible for the cross-department coordination of the Title VI program, implementation of related plans and will receive and investigate Title VI complaints that might come through the complaint procedures process. The Equal Opportunity Officer (or selected designee) is also responsible for substantiating that these elements of the plan are appropriately implemented and maintained and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

The Equal Opportunity Officer (or selected designee) has the authority and responsibility to implement the Title VI program by:

- Ascertaining that Centralina operations comply with Title VI requirements.
- Receiving service of process for Title VI lawsuits filed against the agency.
- Addressing Title VI complaints received by the agency in accordance with defined procedures and ensuring that the complaints are processed, investigated, and resolved in a fair and timely manner.
- Discussing significant Title VI implementation issues and challenges with the Executive Director, department directors and others, as necessary.
- Managing a training and ongoing education program for staff, including leading orientation for new Centralina staff on the Title VI program.
- Periodically reviewing the Title VI progress and making recommendations on how the organization can better serve the communities of concern; and
- Integrating best practices and constructive feedback from staff and others into the Title VI program.

Title VI Notice to the Public

Centralina has created and will publish and post a Public Notice of non-discrimination as part of the General Requirements of the Title VI plan with the following objectives:

- Ensure that the level and quality of its programs and services are provided in a non-discriminatory manner.
- Promote the full and fair participation by all potentially affected communities in the public involvement process.
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental impacts, including social and economic effects of its programs, policies and activities on low-income and minority populations.
- Prevent the denial of, reduction in or significant delay in the receipt of benefits of low-income and minority populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

Centralina's designated Equal Opportunity Officer (or selected designee) shall assist Centralina staff in the creation and dissemination of Title VI Program information to employees, subrecipients, contractors, Affected Parties and the general public. Public dissemination efforts may include: posting public statements setting forth Centralina's non-discrimination policy; inclusion of Title VI Assurances in related contracts and grants; and publishing a Title VI Policy Statement on Centralina's website.

Any person that would like to request more information regarding Centralina's civil rights programs, Title VI obligations or who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may contact Centralina's designated Equal Opportunity Officer (or selected designee) to obtain related filing information.

Centralina Council of Governments will provide written translation of vital documents, upon request, in compliance with the Safe Harbor Provision found in FTA Circular 4702.1B, Chapter III, Section 19.

Another Language? www.centralina.org has Google Translate or call 704-372-2416. ¿Otro idioma? www.centralina.org tiene Google Translate o llame al 704-372-2416. Một ngôn ngữ không? www.centralina.org có Google Translate hay gọi 704-372-2416. 另一种语言? www.centralina.org 有谷歌翻译，或致电 704-372-2416. 另一種語言? www.centralina.org 谷歌翻譯，或致電 704-372-2416. Une autre langue? www.centralina.org a Google Translate ou appelez 704-372-2416. Другой язык? www.centralina.org имеет Google Translate или позвоните 704-372-2416. ʌᳵ ᄁᄂᆞᄂᆞᄂᆞ? www.centralina.org Google ʌᳵᄂᆞᄂᆞᄂᆞ ʌᳵᄂᆞᄂᆞᄂᆞ 704-372-2416. ʌᳵ ᄁᄂᆞᄂᆞᄂᆞ ᄁᄂᆞᄂᆞᄂᆞ. www.centralina.org 구글 번역 또는 704-372-2416 로 전화있다. Outra Língua? www.centralina.org tem Google Translate ou ligue para 704-372-2416. Wani Language? www.centralina.org yana da Google Translate ko kira 704-372-2416 . Asụsụ ọzọ? www.centralina.org nwere Google Itughari ma o bu na-akpo 704-372-2416. Miran ti Ede? www.centralina.org ni o ni Google sélédemírán tabi pe 704-372-2416. Luqad kale? www.centralina.org ayaa Google Translate ama wac 704-372-2416.

Subrecipients Compliance Procedures

Centralina works proactively to ascertain that its subrecipients and consultants (“Third Party Participants”) who are engaged to provide any products or services to the agency are informed about federal non-discrimination regulations and are also made aware that they are required to remain in compliance with Title VI throughout the period of their engagement. Compliance by a subrecipient is fostered by direct consultation and facilitated through the actions described below:

- Title VI non-discrimination language is included in Contracts, Request for Proposals (RFP), and Requests for Qualifications (RFQ) for all participants
- Subrecipients and consultants are required to execute a certificate indicating that they are following all the requirements imposed under 49 CFR, Part 21.
- Information regarding subrecipient performance is collected through monthly invoicing and progress reports, and as appropriate, through desk audits or site visits by the project manager and financial audits.
- Any complaints or lawsuits based on an alleged violation of Title VI by a subrecipient are referred to the Equal Opportunity Officer who will investigate and adjudicate the matter.
- Subrecipients or consultants found to be out of compliance with Title VI are advised on how to correct the deficiency. Centralina’s Intervention may include providing information, technical assistance, or practical guidance. If, however, the subrecipient or consultant fails to correct the deficiency within a reasonable time, the Equal Opportunity Officer may implement appropriate remedies provided in the executed agreements.

Outreach activities to provide small, disadvantaged, minority, women, and disabled veteran owned businesses with information about opportunities to compete for consulting contracts.

Public Involvement Goals

Centralina conducts community engagement and public outreach on an ongoing basis through the Aging, Workforce Development, Planning, Community and Economic Development and Government Affairs departments. Public outreach efforts include but are not limited to:

- Public Hearing Notices, as required by grants
- Community Surveys
- Open Houses
- Focus Groups
- Community Education through scheduled speaking opportunities, health fairs etc.

Centralina considers the following guiding principles for public participation:

- Public participation is a dynamic activity that requires teamwork and commitment at all levels of the organization.
- One size does not fit all — input from diverse perspectives enhances the process.
- Effective public outreach and involvement requires relationship building with local governments, stakeholders and advisory groups and others.

- Engaging interested persons in the issues is challenging, yet possible, by making it relevant, removing barriers to participation, and communicating in clear, compelling language and visuals; and
- An open and transparent public participation process empowers low-income communities and communities of color to participate in decision making that affects them.

Centralina is committed to consistent public participation opportunities and employs the following strategies to encourage an open process:

Public Education: Successful and meaningful public participation can only be assured through a public education effort where the issues and complexities of the program areas can be simply explained and openly discussed. Public education will take place through utilizing the Centralina website, public workshops and various media outlets. By increasing publicity and awareness about Centralina programs and activities, more citizens will become educated about the issues.

Visualization: To the extent possible, Centralina may employ visualization techniques such as 2D overlays, maps and GIS to improve comprehension of complex issues, particularly as it relates to transportation projects. These techniques further help to promote successful and meaningful public participation.

Website: The staff will develop and maintain websites for each of the various program areas (Aging, Workforce Development, Planning, Community and Economic Development and Government Affairs) that contain such information as historical data, published documents, draft documents for review, meeting schedules, reports and links to related internet sites, as well as staff member contact information.

Board and Committee Meetings: Centralina has regularly scheduled Board meetings that are open to the public. The meeting schedule is available from the website or by request. Also, meeting agenda and minutes are published and available online.

Public Meetings and Workshops: Centralina hosts a variety of public meetings and workshops across its various program areas that bring diverse groups of stakeholders together for a specific purpose. These meetings are held to engage a wide audience in information sharing and discussion. They can be used to increase awareness of an issue or proposal, and can be a starting point for, or an ongoing means of engaging, further public involvement.

Media Participation/Public Notification: Centralina staff may provide the major newspapers and media outlets in the area with timely notice regarding public meetings/workshops. In addition, Centralina may issue press releases about various program activities, which will include information on the meeting date(s) and time(s) and other pertinent information. (Please note that press releases do not guarantee that any of the media agencies contacted will actually publish or announce the press release).

Language Assistance Plan for Persons with Limited English Proficiency (LEP)

Title VI also prohibits discrimination against persons with limited English proficiency (LEP). LEP status includes persons who do not speak English as their primary language and who have limited ability to read, write, speak or understand English. LEP persons are entitled to free language assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services and information those entities provide.

Executive Order 13166 directs federal agencies to “implement a system by which (limited English-proficient or ‘LEP’) persons can meaningfully access... services consistent with, and without unduly burdening, the fundamental mission of the agency.” When read in its entirety and interpreted consistently with Title VI, the Executive Order applies to all programs and activities of a federal agency.

Federal guidance outlines a four-factor analysis to determine appropriate services for persons with limited English proficiency.

Four Factor Analysis

Factor No. 1: Number of LEP Persons in Service Region

Centralina is a regional council of cities, towns, and counties in the nine-county area consisting of Anson, Cabarrus, Gaston, Iredell, , Lincoln, Mecklenburg, Rowan, Stanly and Union counties.

Centralina is committed to breaking down language barriers by implementing consistent standards of language assistance, as needed, across its program areas.

Factor No. 2: Frequency with which LEP Persons come into Contact with Centralina Services and Program

There are a large number of places where the residents of the greater Charlotte Region can come into contact with Centralina programs and services including public informational meetings, printed out-reach materials, web-based outreach materials, local news media and communication with Centralina staff.

In the history of records of Centralina activities, there have been few requests for translations of documents or for special accommodations at public meetings. However, Centralina serves the entire community and outreach activities have been and will continue to be proactive in reaching traditionally underserved populations including people with low English proficiency and people with disabilities. Centralina will regularly review the need for further outreach to ensure full participation in program activities by all interested people.

Factor No. 3: The Nature and Importance of the Programs and Services Provided by Centralina

The mission of Centralina is to lead regional collaboration and spark local action to expand opportunity and improve quality of life. We do this by finding innovative solutions to existing and future challenges and coordinating long-term strategies across public and private sectors at the local, state and federal levels.

The public participation processes that take place related to Centralina programs and services provides the Region with a consensus on what the major issues facing the region are and what the focus of possible improvements should be.

If limited English is a barrier to using the programs/services provided by Centralina then the consequences for the individual are the limited ability to provide review and comment regarding proposed actions. Without sufficient services, the intent to foster early and meaningful discussions so that the public is made a partner in the decision-making process will be hindered.

Recognizing this as a key factor, Centralina is committed to breaking down language barriers by implementing consistent standards of language assistance, as needed, across its program areas.

Factor No. 4: Resources Available to Centralina and Costs to Assure Meaningful Access to the Program by LEP Persons.

Centralina's outreach efforts ensure residents who are not proficient in English can effectively participate in Centralina's planning processes. Centralina ensures that all significant language groups are identified and incorporated into the public participation plan.

Centralina is committed to conducting outreach to traditionally under-served individuals and communities, which include but are not limited to low income, minority and LEP persons. Centralina will use appropriate methods to notify the public of its activities and of opportunities for public involvement.

Centralina staff will be trained to understand their obligations to provide meaningful access to information and services for LEP persons. All staff, even if they do not interact regularly with LEP persons, will be fully aware of and understand these requirements so they can reinforce its importance and ensure its implementation. In-depth training will be provided for staff that may have more frequent contact with LEP persons.

Questions, concerns, comments or requests can be made to Centralina's designated Equal Opportunity Officer (or selected designee):

- In-person: Centralina office location
- By phone: 704-372-2416, 1-800-508-577 (Centralina Area Agency on Aging Toll-Free Help Line)
- By email: admin@centralina.org
- By fax: 704-347-4710

Environmental Justice

Centralina seeks to improve social equity in accordance with our organizational values, as supported by Executive Order 12898 and EO 13985. Centralina conducts all programs, policies and activities in a manner that ensures such programs, policies and activities do not have the effect of excluding persons (including populations) from participation in, denying persons (including populations) the benefits of, or subjecting persons (including populations) to discrimination under, such programs, policies and activities, because of their race, color or national origin.

The guiding Environmental Justice principles followed by Centralina are summarized as follows:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in decision making processes; and
- To prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.

Centralina will follow and comply with these Environmental Justice principles in the following ways:

1. *Identify Populations:* When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
2. *Assess Impact and Mitigation:* If a disproportionate effect is anticipated, following mitigation procedures.
3. *Assessment of Mitigation Efforts:* If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Centralina staff will be trained to understand their obligations to provide meaningful access to information and services and in gaining a better understanding of the environments and settings that describe underserved communities. All staff, even if they do not interact regularly with underserved communities, will be fully aware of and understand these requirements so they can reinforce its importance and ensure its implementation. In-depth training will be provided for staff that may have more frequent contact with underserved communities.

Questions, concerns, comments or requests can be made to Centralina's designated Equal Opportunity Officer (or selected designee):

- In-person: Centralina office location
- By phone: 704-372-2416, 1-800-508-577 (Centralina Area Agency on Aging Toll-Free Help Line)
- By email: admin@centralina.org
- By fax: 704-347-4710

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COMPLAINT POLICY AND PROCEDURE

Any person who believes that he or she, as a member of a protected class, has been discriminated against based on race, color, national origin, gender, age, disability, religion, low-income status, or Limited English Proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, Section 188 of the Workforce Innovation and Opportunity Act, 29 U.S.C and its implementing regulations or any other State or Federal non-discrimination statute, may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

Any persons who file discrimination complaints will be allowed to maintain active participation in the programs, services or activities in which they are participating while their complaints are being processed.

It is the policy of Centralina to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

Complaint Procedures

Any such complaint shall follow the procedures below:

1. *Filing a Complaint:* Any individual who feels that they have been discriminated against may submit a complaint to Centralina's designated Equal Opportunity Officer (or selected designee). If the complaint is communicated to another Centralina staff member it shall be directed to Centralina's designated Equal Opportunity Officer (or selected designee) upon receipt.
2. *Timeline to File:* The complaint should be submitted within 180 days of the alleged discrimination. If the alleged act of discrimination occurred more than 180 days, the complainant must explain the reason for the delay in filing the complaint.
3. *Instructions to File:* Individuals who wish to file a complaint may use the designated Complaint Form. However, individuals are not required to use this form and may utilize alternative formats to file a complaint. In general, the complaint shall include the name, address and contact information of the individual that has a complaint and a description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and other supporting documentation. Failure to provide complete information may delay the investigation of the complaint.
4. *Request for Language Access and/or Reasonable Accommodation or Modification:* If necessary, the complainant may request a reasonable accommodation or modification for filing the complaint. The complainant may similarly request assistance in filing the complaint if they have limited English proficiency. In both

cases, the complainant must request accommodation or language assistance to the Equal Opportunity Officer in adherence with the timeline to file guidelines noted in #2 above.

These procedures do not deny the right of the complainant to file formal complaints with other state or Federal agencies or to seek private counsel for complaints alleging discrimination.

Every effort will be made to resolve complaints informally at the organizational level. The option of information mediation meetings between the affective parties and a designated mediator may be utilized for resolution.

Receipt and Verification of Complaints

The following is a description of how a discrimination complaint will be handled once received by Centralina.

1. *Initial Written Notice to Complainant:* The complainant will be notified in writing by Centralina's designated Equal Opportunity Officer (or selected designee) within 10 business days of receipt of the complaint. The EOO will determine if the matter is outside the scope or jurisdiction. If the matter is determined to be within the scope and jurisdiction, the EOO will notify the complainant, HR manager and the Executive Director and begin an investigation of the complaint.
2. *Investigation:* Within sixty (60) days of the receipt of the complaint, Centralina's designated Equal Opportunity Officer (or selected designee) will conduct an investigation of the allegation based on the information provided. Centralina's designated Equal Opportunity Officer (or selected designee) may also assign a capable person to investigate the complaint. The designated investigator will conduct an impartial and objective investigation and collect factual information. If the investigation requires additional time beyond the sixty (60) days after the filing of the complaint, the investigator shall notify the complainant in writing with the approximate timeline for concluding the investigation. If more information is needed to resolve the case, the investigator may contact the complainant. Failure by the complainant to cooperate or to provide the requested information by a specified date may result in the administrative closure of the complaint.
3. *Confidentiality:* A complainant's identity shall be kept confidential except to the extent necessary to conduct an investigation. All complaints shall be kept confidential.
4. *Concluding the Investigation & Related Documentation:* At the conclusion of its investigation, the investigator will prepare a written response to the complainant that is either a closure letter or a letter of finding (LOF). The decision letter shall be provided to Centralina's Executive Director for review and signature.
 - A closure letter shall summarize the allegations, investigation process and main findings that led to the conclusion of no discrimination or violation of federal law. Centralina will consider the complaint resolved.
 - A LOF shall summarize the allegations, investigation process and main findings that led to the conclusion that discrimination did occur. The LOF shall also outline

Centralina's proposed corrective action, if any. Following the implementation of any corrective actions, Centralina will consider the complaint resolved.

- The complainant may request a meeting with the investigator to review the investigation documentation and findings.

Request for Reconsideration and Appeals

Reconsideration: If the complainant disagrees with the response, they may request reconsideration by submitting the request in writing, to Centralina's Executive Director within 10 calendar days after receipt of the response. The request for reconsideration shall be sufficiently detailed to contain any items the complainant feels were not fully understood or responded to. The Executive Director shall conduct a full review of the complaint and supporting documentation prior to making a decision. The Executive Director will notify the complainant of his or her decision either to accept or reject the request for reconsideration within ten (10) calendar days.

Appeals: If the request for reconsideration is denied, the complainant may appeal Centralina's Executive Director's response by submitting a written appeal to Centralina Board of Delegates Chairperson no later than ten (10) calendar days after receipt of Centralina's Executive Director's written decision rejecting reconsideration. The Chairperson shall conduct a thorough review of all of the materials and documentation associated with the case prior to making a decision.

The complainant may also file an external Title VI complaint or appeal Centralina's decision with other state or Federal agencies, as noted in the Title VI Notice to the Public.

Dismissal of Complaints

A complaint may be dismissed for the following reasons:

- The complainant requests the withdrawal of the complaint.
- The complainant fails to respond to repeated requests for additional information needed to process and investigate the complaint.
- The complainant cannot be located after reasonable attempts.

Retaliation

The laws enforced by Centralina prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws.

Any individual alleging such harassment or intimidation may submit a complaint by following the procedure outlined above.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for the designated period of time.

Centralina shall prepare and maintain a Complaint Log of alleged discrimination to include:

- Active investigations conducted by federal agencies and entities;

- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program that is submitted to funding agencies, as requested.

TITLE VI AND NON-DISCRIMINATION TRAINING

Centralina is responsible for overall Title VI related training and staff development for Centralina employees. Centralina will organize and conduct a minimum of one internal Title VI non-discrimination training session annually. New employees will be provided with education and literature at new employee orientation. The annual training will cover topics such as:

- Overview of Title VI and the Civil Rights Act of 1964;
- Title VI Program Expectations;
- The rights of individuals with disabilities to receive reasonable accommodations and modifications;
- The obligation of Centralina and its staff and managers to engage in an interactive process to determine the appropriate reasonable accommodation when necessary and the policies and procedures developed regarding notice and communication;
- Limited English Proficiency (LEP) guidelines
- Environmental Justice principles
- The obligation of Centralina and its staff and managers to refrain from intimidation and retaliation for protected activity.

Additionally, Centralina will ensure its designated Equal Opportunity Officer (or selected designee) receives the appropriate training regarding their responsibilities and obligations.

Centralina employees will be required to sign an acknowledgment of receipt indicating they have received and understand the information presented.

Centralina employees will be expected to follow the Title VI and non-discrimination plan and guidelines set forth. In addition, Centralina employees will be expected to make every effort to alleviate any barriers to service or program use that would restrict public access or usage, take prompt and reasonable action to avoid and minimize discrimination incidences and immediately notify the Equal Opportunity Officer (or selected designee), of any questions, complaints or allegations of discrimination.

APPENDICES

Draft for Review

Appendix A: Centralina's Original Board Adopted Resolution



A RESOLUTION REGARDING TITLE VI AND ADOPTION OF A TITLE VI POLICY STATEMENT

WHEREAS, the Centralina Council of Governments (Centralina COG) is the state-designated lead regional organization for the nine-county region in and around Charlotte, North Carolina; and

WHEREAS, Centralina COG's role is to coordinate the efforts of federal, state and local governments and organizations to grow our region's economy and jobs, control the cost of government and improve quality of life; and

WHEREAS, to fund its many program activities and initiatives, Centralina COG receives direct or pass-through federal funding from agencies such as the US Department of Transportation (Federal Highway Administration and Federal Transit Administration); the US Department of Health and Human Services; and the US Department of Labor; and

WHEREAS, Centralina COG, as a recipient and sub-recipient of federal funding will ensure full compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin, specifically 42 USC 2000d, which states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, Centralina COG will also comply with the Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and all additional protections set forth; and

WHEREAS, Centralina COG has developed a Title VI Policy Statement that will direct the administration and implementation of the Title VI of the Civil Rights Act of 1964 within the organization and authorizes Centralina COG's Executive Director to further develop and provide any other Title VI assurances, plans and programs, as required.

NOW, THEREFORE, BE IT RESOLVED, that Centralina COG certifies that it will comply with the provisions of the Title VI of the Civil Rights Act of 1964 (as amended) and the associated responsibilities of the law and adopts the 2018 Title VI Policy Statement.

Approved by the Centralina Board of Delegates October 10, 2018

Appendix B: Title VI Plan Acknowledgment

I hereby acknowledge my review and approval of Centralina’s Title VI Plan 2022-2025. As Centralina’s Executive Director and Authorizing Official, I am committed to ensuring that no person is excluded from participation in or denied the benefits of Centralina’s programs or services on the basis of race, color, religion, sex, national origin, age, disability, income status, limited English proficiency or political affiliation or belief as protected by Title VI and all other State or Federal statutes and regulations.

Signature of Executive Director

Date

Draft for Review

Appendix C: Title VI Notice to the Public

It is the policy of Centralina to operate its programs and services in full compliance with Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, Section 188 of the Workforce Innovation and Opportunity Act, 29 U.S.C and its implementing regulations or all other State and Federal non-discrimination statute which requires that no person shall, on the basis of race, color, religion, sex, national origin, age, disability, income status, limited English proficiency or political affiliation or belief, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded. Additionally, Executive Order 12898 establishes a mission of Environmental Justice for minority and low-income populations in all federal programs, policies and activities.

Toward this end, it is Centralina's objective to:

- Ensure that the level and quality of its programs and services are provided in a non-discriminatory manner;
- Promote the full and fair participation by all potentially affected communities in the public involvement process;
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental impacts, including social and economic effects of its programs, policies and activities on low-income and minority populations;
- Prevent the denial of, reduction in or significant delay in the receipt of benefits of low-income and minority populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

Centralina's designated Equal Opportunity Officer (or selected designee) is responsible for initiating and monitoring Title VI activities, preparing required reports and ensuring that Centralina adheres to applicable laws and regulations.

Any person that would like to request more information regarding Centralina's civil rights programs, Title VI obligations or who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may contact Centralina's designated Equal Opportunity Officer (or selected designee) and/or file a formal complaint directly with one or more of the following:

- Centralina Regional Council, ATTN: Equal Opportunity Officer, 9815 David Taylor Drive, STE 100, Charlotte, NC 28262
- CATS, via:
 - Telephone at (704) 336- RIDE(7433) TDD: (704) 336-5051
 - Internet at www.ridetransit.org
 - E-mail at telltransit@charlottenc.gov
 - U.S. Mail at ATTN: CATS Civil Rights Officer, 600 East Fourth Street, Charlotte, NC 28202
- Federal Transit Administration (FTA) Office for Civil Rights, ATTN: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

- U.S. Department of Health and Human Services (HHS) Office for Civil Rights, ATTN: Centralized Case Management Operations, 200 Independence Ave., SW, STE 515F, HHH Building, Washington, DC 20201
- WIOA – NC Department of Commerce, ATTN: Division of Workforce Solutions, 4316 Mail Service Center, Raleigh, NC 27699-4316

Draft for Review

Appendix D: Title VI Notice to the Public – List of Locations

Centralina’s Title VI notice to the public will be posted at the following locations:

- Centralina’s Reception or Lobby area
- Centralina’s Break Room
- Centralina’s Meeting and Conference rooms
- Centralina's website: www.centralina.org

Draft for Review

Appendix E: Title VI Complaint Form

CENTRALINA’S TITLE VI COMPLAINT FORM

Section I:

Any person who believes that he or she, as a member of a protected class, has been discriminated against, may file a written complaint with Centralina within 180 days after the discrimination occurred. Persons needing translation, accessible format or other assistance, may contact (704) 372-2416.

Name: _____

Address: _____

Phone 1: _____ Phone 2: _____

Email: _____

Section II:

Are you filing this complaint on your own behalf? (circle yes or no)		Yes*	No
Yes	*If you answered “yes” to this question, please proceed to Section III.		
No	If you answered “no”, please state the name of and relationship you have to the person for whom you are filing this complaint.		Name:
			Relationship:
	Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No

Section III:

I believe the alleged discrimination experienced was based on (circle all that apply):											
Title VI						Other Non-Discrimination Statutes					
Race	<input type="checkbox"/>	Color	<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Age	<input type="checkbox"/>	Disability	<input type="checkbox"/>
						Religion	<input type="checkbox"/>	Sex	<input type="checkbox"/>	Income	<input type="checkbox"/>
						Political Affiliation	<input type="checkbox"/>	LEP	<input type="checkbox"/>	*Other	<input type="checkbox"/>
*If you selected “Other,” please explain:											
Date of Alleged Discrimination (Month/Day/Year):											

Please explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name, title and contact information of the person(s) who you believe discriminated against you (if known). If more space is needed, please use a separate page and attach it to this form.



Please provide the names, addresses and telephone numbers of persons (witnesses, fellow employees, supervisors or others) whom we may contact for additional information to support or clarify your complaint. Attach additional pages, if needed.

1. _____
2. _____
3. _____

Section IV:

Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court?	Yes	No
Federal Agency: _____	State Agency: _____	
Federal Court: _____	State Court: _____	
Local Agency: _____		

Section V:

Have you <u>previously</u> filed a discrimination complaint with Centralina?	Yes	No
Have you discussed the complaint with any Centralina representative?	Yes*	No
If yes, please provide the name, position and date of discussion:		

You may attach any written materials or other information that you think is relevant to your complaint.

By signing below, you acknowledge that the information in this complaint is true and accurate to the best of your knowledge and belief.

Signature: _____ Date: _____

MAIL OR DELIVER COMPLAINT FORM TO:

Centralina Regional Council
 ATTN: Equal Opportunity Officer
 9815 David Taylor Drive, STE 100
 Charlotte, NC 28262

Appendix F: Title VI Complaint Log

CENTRALINA’S TITLE VI COMPLAINT LOG

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Draft for Review

Appendix G: Maps for LEP and EJ Areas

Centralina is charged with evaluating plans and programs for Environmental Justice (EJ) sensitivity and expanding outreach efforts to limited English proficient individuals, low-income, minority, and other potentially disadvantaged populations. Centralina collects relevant data from the U.S. Census Bureau. Using this data, Centralina is able to create a snapshot of the region, mapping the locations of identified EJ and limited English proficiency populations.

Centralina maintains data on populations such as the following, which is available for review by the public upon request:

- Percent of Non-English Speaking
- Percent of Population in Poverty
- Percent of African-American Population
- Percent of Asian Population
- Percent of Population Age 65+

Draft for Review



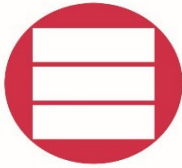
CENTRALINA

REGIONAL COUNCIL

Item 3

Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Geraldine Gardner	Presentation Time:				
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:	Denise Strosser	Phone Number:	704-348-2704			
		Email:	dstrosser@centralina.org			
Submitting Department:	Administration	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
Per the bylaws, the Executive Director seeks authorization to enter into a contract with Office Environments for furniture and fixtures for the new Centralina office at Resource Square 4.						
Background & Basis of Recommendations:						
<p>Centralina needs to equip its new office space with furniture (workstation panels, desks, chairs workstation storage and fixtures) because it does not own the furniture at its current location. Centralina went through a vendor selection process to identify a company that would work with Centralina departments to develop a furniture plan layout and identify products that would meet our needs. Office Environments (OE) is a Charlotte-based workplace consultation and furniture sales company that has been in business for over 30 years. Their full-service (design and install) approach, access to multiple furniture lines at various price points and strong reputation in the market made them the best choice for our needs. Centralina staff have worked with the OE team over the last four months to narrow the furniture selections to the current proposal which is on-budget and meets the needs of the departments.</p> <p>OE is facilitating the purchase of a US manufactured furniture line from Friant. The attached quote summary provides an overview of the costs per functional area of the new office space. The subtotal for furniture is \$173,633.90 and there are associated taxes and fees as follows: \$30,940 (design and install); \$11,545 delivery (fuel surcharge and freight); \$15587.45 (taxes). The total contract value is \$231,706.35. Because the price quote is guaranteed only through April 7 and there is the potential for additional escalations in surcharge, we seek authorization for a contract value not to exceed \$254,876.99 which provides a 10% contingency.</p>						
Requested Action / Recommendation:						
Motion authorizing the Executive Director to enter into a contract with Office Environments to purchase furniture and fixtures in an amount not to exceed \$254,876.99.						
Time Sensitivity: <i>(none or explain)</i>	Approval is needed as soon as possible in order to place the order and ensure delivery by the projected date of occupancy.					
Budget Impact: <i>(none or explain)</i>	There is \$295,000 budgeted for move and furniture expenses. The current quote of \$231,706.35 is within budget.					
Attachments: <i>(none or list)</i>	<ul style="list-style-type: none"> • Project Quote Summary • Terms and Conditions of Sale 					



Office Environments



CENTRALINA
REGIONAL COUNCIL

Office Environments Proposal Summary

Project Name: Centralina
Quote: 185181
3/29/2022

Furniture Assemblies Summary

	Qty	Total
Office 113	1	\$ 1,395.67
Office 114	1	\$ 1,395.67
Office 115	1	\$ 1,395.67
Office 118	1	\$ 1,395.67
Office 119	1	\$ 1,395.67
Office 128	1	\$ 1,395.67
Office 129	1	\$ 1,395.67
Conference Chairs	8	\$ 3,283.20
Office Chairs	14	\$ 5,977.86
Desk Chairs	63	\$ 23,248.89
Phone Booths	2	\$ 867.44
Workstations- Admin/ Finance	12	\$ 25,150.22
Workstations- Aging	20	\$ 39,612.60
Workstations- CED/ Planning	16	\$ 47,088.00
Workstations- Workforce	6	\$ 18,636.00
<i>Subtotal</i>		<i>\$ 173,633.90</i>

Labor	1	\$ 29,820.00
Design/ PM	1	\$ 1,120.00
Surcharge 7%	1	\$ 10,750.00
Freight	1	\$ 795.00
Mecklenburg County Tax	1	\$ 5,375.01
NC State Tax	1	\$ 10,212.44
Project Total		\$ 231,706.35

10% contingency \$ 23,170.64
Authorization Not to Exceed \$ 254,876.99



OfficeEnvironments

Terms and Conditions of Sale

For the purposes of this document, the Buyer will be referred to as the "Client" and the Seller will be referred to as "Office Environments".

Prices

Prices quoted are firm for 30 days from the date of the proposal unless otherwise stated.

Prices quoted do not include any sales, use or excise taxes imposed by any governmental body unless specified in writing. Client is responsible for these taxes and if applicable, such taxes will be added to the invoice at time of billing. Clients who are exempt from taxes shall provide Office Environments with copies of exemption certificates upon acceptance of this proposal. Freight charges are not included in quote unless indicated.

Specifications

Office Environments cannot be held responsible for the accuracy of specifications generated by an outside firm or person. We will take full responsibility however, for specifications generated by personnel of Office Environments.

Changes in Requirements

Changes in quantity or specifications are subject to revisions to pricing and delivery requirements.

Cancellations

1. Furniture on standard manufacturing schedules may not be canceled after 10 working days from order entry date without charge.
2. Furniture on quick-ship schedules may not be canceled.

Returns

The items in the proposal are not subject to return, as they have been specified and will be ordered per the unique requirements of the client. Our manufacturers do not accept the return of any furnishings due to the tremendous range of styles, finishes, options and in some cases, health codes. Therefore, Office Environments will not take back furnishings that have been approved and ordered by the client.

Delays/Storage

In the event that construction delays or other causes outside Office Environments control forces postponement of the scheduled delivery or installation, arrangements for storage of furnishings will be handled by Office Environments. Transfer, storage and handling charges will be billable to the client, as well as monthly storage charges until the site is ready.

In the above situation, invoicing of the furnishings will be submitted to the client upon receipt of the items from the manufacturer. 85% of the invoice is due within 10 days of receipt; 10% of the invoice will be due upon completion of the installation and 5% will be due upon completion of any punch list (if applicable).

Payment Terms

1. Contingent upon completion of credit application and subsequent approval, terms of sale are net 10 days from invoice.
2. A deposit of 30% is required with all orders unless other terms have previously been established. Invoices for partial delivery are to be paid upon presentation of such invoice.
3. In the event that a punch list is created following an installation; an invoice will be submitted stating that 95% of the total is due. The remaining 5% is due upon completion of the punch list.
4. The client agrees to pay a service charge of 1.5% per month at the annual percentage rate of eighteen percent (18%) on all delinquent invoices as well as expenses, attorney fees and court costs which Office Environments incurs by reason of client's default. A fee of \$20.00 will be charged to the client for each check that is returned



OfficeEnvironments

by the bank. Title to subject merchandise will pass to the client when the full purchase price and all related charges due under this agreement are paid in full.

Freight

1. All shipments will be F.O.B. manufacturing plant.
2. Freight charges will be added to the invoice to be paid by the client.
3. Claims for transportation damage will be filed by Office Environments for all furniture received and inspected by Office Environments' personnel. Damaged furnishings will be repaired or replaced.
4. On drop shipments, it is the client's responsibility to receive and inspect the merchandise and to file freight claims in the event of any damage.

General Liability

Office Environments shall not be responsible for breach of these terms and conditions resulting from a strike, lockout, work stoppage, accident, Act of God or other delay beyond their control. Client shall be responsible for proper loading of all filing cabinets according to manufacturer's instructions. It is the policy of Office Environments that all pedestals and free-standing filing cabinets include a matching counterweight system where applicable. In the event that the Client does not order counterweight packages, Client agrees to indemnify and hold harmless Office Environments from any claim, loss, damage, expense and liability, both for personal injury and property damage (including attorney fees) arising wholly or partly out of improper loading of filing cabinets or failure to install a counterweight system in free standing filing cabinets.

Quality

Manufacturers represented by Office Environments warrant their products against defect during normal usage. Office Environments supports these warranties.

Delivery and Installation

1. Job Site Service: Electric current, heat, hoisting and/or elevator service will be furnished without charge to Office Environments. Job site shall be "installation ready" (free of multiple other trades; floors, walls and ceilings are completed) and space is free and clear of debris. Double handling of product due to progress of other trades and/or site conditions will result in additional cost to the Client. Adequate facilities for off-loading, staging, moving and handling of merchandise will be provided. Electrical connections from the building power supply to a furniture panel system must be made by a qualified electrician. These charges will be quoted to the client.
2. Protection of Delivered Goods: Furnishings delivered and brought to the job site shall be inspected and conditionally accepted by the client. The responsibility for the security and safeguarding of the delivered goods shall at that time pass to the client. After arrival at the site, any loss or damage by weather, other trades, fire or other elements shall be the client's responsibility and the client agrees to hold Office Environments harmless from loss for such reason.
3. Delivery and installation will be made during normal working hours (8:00 - 5:00 p.m., Monday through Friday). Additional labor costs resulting from overtime work performed at the client's request or from labor or building conditions will be passed on to the client.

General

All transactions between the client and Office Environments are deemed to have been entered into in the County of Mecklenburg, State of North Carolina. North Carolina law shall govern such transactions, and jurisdiction and venue for all legal proceedings related thereto shall lie solely in the state and federal courts sitting in Mecklenburg County, North Carolina.

No terms or conditions of purchase orders that are different from our terms of sale will become part of any contract unless approved in writing. This Agreement is effective for a period of two years from date below.

Agreed to:

Client: _____ Date: _____



CENTRALINA

REGIONAL COUNCIL

Item 4



Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Denise Strosser	Presentation Time:	5 minutes			
Presenter at Meeting:	Denise Strosser	Phone Number:	704-372-2416			
		Email:	dstrosser@centralina.org			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-348-2703			
		Email:	ggardner@centralina.org			
Submitting Department:	Finance	Department Head Approval:	Denise Strosser			
Description of Agenda Item:						
The required action from the Executive Board is approval of the budget amendments for the operating and grant budgets.						
Background & Basis of Recommendations:						
A placeholder budget was approved by the Executive Board on January 13, 2021 and adopted by the Board of Delegates on February 10, 2021 as required by Centralina Regional Council's Charter. This initial "placeholder" budget is developed prior to receiving information from various state and federal agencies. This third amendment represents changes to reflect Federal and State grant allocations as of March 22, 2022 as well as other contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and any prior amendments with current and up-to-date funding and expenditures. In general, this budget reflects a similar budget position compared to the same time last year.						
Action / Recommendation:						
<i>Motion to approve amendments to Centralina's FY22 operating and pass-through grants budgets as proposed.</i>						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	As indicated on attachment					
Attachments: <i>(none or list)</i>	Operating and Grant Budget Amendment					

Fiscal Year 2021 - 2022 Operating Budget Ordinance Amendment

ANTICIPATED REVENUES	Placeholder FY21-2022 Budget	10.31.2021 FY21-2022 Budget	11.30.2021 FY21-2022 Budget	02.28.2022 FY21-2022 Budget	Net change
Program Revenues					
Restricted Intergovernmental Revenue	3,525,000	4,498,453	4,462,830	4,598,816	135,986 (1)
Technical Assistance Projects	1,500,000	1,001,825	1,168,485	1,208,083	39,598 (2)
Other Program Revenue	750,000	692,453	686,579	648,129	(38,450) (3)
Fund Balance Appropriated	-	270,437	307,479	270,000	(37,479) (4)
Total Program Revenue	5,775,000	6,463,168	6,625,373	6,725,028	99,655
Other Revenues					
Member Dues Support	890,000	908,784	910,000	910,000	-
Interest and Other Revenue	3,000	-	1,000	1,000	-
Total Other Revenues	893,000	908,784	911,000	911,000	-
TOTAL ANTICIPATED REVENUES	6,668,000	7,371,952	7,536,373	7,636,028	99,655
EXPENSE APPROPRIATIONS					
Member services, Board and committees	350,000	275,299	279,299	308,449	29,150 (2)
Management and Business Operations	1,900,000	1,997,642	2,034,047	2,001,806	(32,241)
Information Technology	160,000	166,220	166,220	166,720	500
Community and Economic Development Depart.	990,000	913,026	1,042,690	1,183,208	140,518 (1)
Planning Department	1,909,000	1,311,642	1,336,478	1,267,224	(69,254) (3)
Area Agency on Aging Department	2,300,000	3,387,118	3,347,102	3,400,614	53,512 (1)
Workforce Development Department	950,000	946,054	950,447	950,447	-
Indirect Costs Representation	(1,891,000)	(1,625,049)	(1,619,910)	(1,642,440)	(22,530)
TOTAL EXPENSE APPROPRIATIONS	6,668,000	7,371,952	7,536,373	7,636,028	99,655

(1) Increase due to ARPA funds being allocated to FY22 and EDA Planning Grant FY22-24

(2) Net increase due to additional T& A contracts executed

(3) Net decrease due primarily to transfer funds to FY 2023

(4) Fund balance appropriated is a result of general government budget increase for relocation cost.

Fiscal Year 2021-2022 Grant Pass Through Budgets Amendment

<u>Program</u>	<u>Placeholder FY2021-2022 Budget</u>	<u>10.30.2021 FY2021-2022 Budget</u>	<u>11.30.2021 FY2021-2022 Budget</u>	<u>03.21.2022 FY2021-2022 Budget</u>
Area Agency on Aging				
HCC Block Grant	9,850,000	9,992,458	9,992,458	9,992,458
USDA Supplement	650,000 (1)	650,000	650,000	650,000
Title III-B Legal	85,000	88,405	88,405	88,405
Family Caregiver	520,000	555,020	555,020	555,020
Disease Prevention/Health Promotion	40,000	55,000	55,000	55,000
State Senior Center General Purpose	120,000	119,835	119,835	119,835
Heat Fan Relief	15,000	14,363	14,363	14,363
Families First	-	56,058	56,058	56,058
CARES HCC Block Grant	250,000	1,264,229	1,264,229	1,264,229
Supplemental Nutrition	-	763,729	763,729	763,729
	<u>11,530,000</u>	<u>13,559,097</u>	<u>13,559,097</u>	<u>13,559,097</u>
<i>(1) This program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate.</i>				
Workforce Development				
WIOA - XX-4010 Administrative Cost Pool	50,000	110,900	110,900	110,900
WIOA XX-4020 Adult Services	1,097,000	1,194,675	1,194,675	1,229,675
WIOA XX-4030 Dislocated Worker	955,000	992,209	992,209	957,209
WIOA XX-4040 Youth Services	995,000	1,172,304	1,172,304	1,172,304
WIOA XX-4050 Youth Initiative	-	83,469	83,469	83,469
WIOA XX-4050 Finish Line Grant	20,000	112,891	112,891	112,891
WIOA XX- XXXX Infrastructure Cost	85,000	96,108	96,108	96,108
WIOA NC Works Innovation Fund	-	182,424	182,425	182,425
NDWG COVID 2X-3130	80,000	250,322	250,322	250,322
	<u>3,282,000</u>	<u>4,195,302</u>	<u>4,195,303</u>	<u>4,195,303</u>
Total Grant	<u>14,812,000</u>	<u>17,754,399</u>	<u>17,754,400</u>	<u>17,754,400</u>



CENTRALINA

REGIONAL COUNCIL

Item 5



**Executive Board Virtual Meeting Minutes
March 9, 2022**

Officers Present	Board Members Present	Board Members Not Present	Centralina Staff and Guests Present
Bobby Compton, Chairman Jay McCosh, Vice Chairman William Morgan, Treasurer	Karen Alexander Peter Ascitutto Cathy Davis Larken Egleston Martha Sue Hall Darrell Hinnant Corinthia Lewis-Lemon Pedro Morey Christine Poinsette Elaine Powell Jennifer Stepp Amelia Stinson-Wesley	Gene Houpe Bob Hovis Lynn Shue David Williams Jarvis Woodburn, Secretary	Nina Barrett Christina Danis Geraldine Gardner David Hollars Linda Miller Sherika Rich Denise Strosser Jason Wager Kelly Weston Venecia White Guests Leslie Mazingo, Strategics Consulting Chris Wall, EQV Strategic

Call to Order

Chairman Bobby Compton, Town of Mooresville, called the meeting to order.

Kelly Weston, Clerk to the Board, called roll and noted that a quorum was present.

Moment of Silence

Chairman Compton called for a moment of silence.

Amendments to the Agenda.

There were no amendments to the agenda.

Consent Agenda

1. Approval of the January 12, 2022 Executive Board Meeting Minutes

Treasurer William Morgan, City of Statesville made a motion to approve the Consent Agenda. Mayor Karen Alexander, City of Salisbury, seconded the motion and it carried unanimously.

2. Executive Board Kick-Off and Key Initiatives Update

Geraldine Gardner, Executive Director, explained that the Executive Board’s role is to serve as decision-makers, collaborators, networkers, and advocates. She also presented a forecast of the Executive Board meeting schedule for the remainder of 2022. She noted that because construction issues have delayed Centralina’s office move, the April Executive Board and May Board of Delegates meetings will be held virtually.

David Hollars, Centralina Workforce Development Board Executive Director, explained that the NC Works Commission conducted a study to examine the opportunities for realigning the

state's workforce system. He further explained that the Commission is interested in consolidating the local workforce development boards for efficiency. He noted concerns about the loss of local control and influence over the workforce system. He encouraged the continued participation of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union Counties in the Centralina Workforce Development Board, noting that Gaston and Mecklenburg Counties have their own workforce boards.

Jason Wager, Assistant Planning Director, provided an update on the implementation of the CONNECT Beyond regional mobility plan, noting that Centralina is supporting the region's metropolitan planning organizations and transit agencies as they incorporate CONNECT Beyond into their long-range plans. He noted that Centralina is also meeting with members of the General Assembly to provide them with implementation updates. He also noted that priority activities for Centralina include establishing a transportation demand management (TDM) program to help employers address transportation issues for commuters; coordinating a funding and partnerships working group to present a unified voice to the state legislature; conducting a regional fare and scheduling study to coordinate human service and fixed route transit connections; and analyzing regional governance models and recommendations. He forecasted that at its April meeting, the Executive Board will be asked to consider a resolution authorizing Centralina to provide matching funds for an NCDOT grant to fund the TDM program.

Linda Miller, Area Agency on Aging Director, provided an update on the Area Agency on Aging's (AAA) implementation of \$4.55 million in American Rescue Plan Act (ARPA) funds. She noted that AAA is using a Request for Funding process to identify innovative approaches for responding to new needs that arose during the pandemic, connecting with hard-to-reach populations, and building infrastructure to increase capacity. She also noted that Centralina has issued a Request for Funding to current service providers to distribute \$2.8 million for nutrition support services. She congratulated AAA staff for receiving the Diversity, Equity and Inclusion Champion award from the American Society on Aging for Pride in Care, an LGBT cultural competency training program.

Ms. Gardner presented an update on the regional Comprehensive Economic Development Strategy (CEDS). She explained that a steering committee comprised of Centralina Economic Development District (CEDD) board members and county economic development stakeholders will help guide the development of the CEDS plan. She noted that the plan will be developed over the next six to eight months and will focus on economic development and existing industry clusters as well as provide key recommendations for infrastructure, quality of life and other factors that impact the region's ability to attract and maintain economic activity. She also noted that the Executive Board will be asked to provide input into the plan at its September meeting.

3. Federal Relations Update

Leslie Mazingo, Strategics Consulting, presented highlights from the performance report of federal relations activities. She noted that Congress is developing an omnibus bill that will include all funding for FY22. She added that this action will release all the funding that has been authorized in the Bipartisan Infrastructure Law (BIL) and will allow for increases in regular, cyclical federal grants. She noted that the US Treasury expects to release the second tranche of ARPA funds by May 10th. She encouraged Executive Board members to share with their members of Congress the positive stories about how their communities are planning to spend their ARPA allocations. She noted that Centralina provides grant services including reviewing applications and providing feedback and hosting grant writing training webinars.

Chairman Compton noted that he will attend the National League of Cities conference in Washington, DC next week.

Mayor Alexander made a motion to approve the Strategics Consulting performance report for January through February 2022. Mayor Darrell Hinnant, City of Kannapolis, seconded the motion and it carried unanimously.

4. Raleigh Relations Update

Ms. Weston explained that Raleigh Relations is a three-part approach Centralina implemented two years ago to improve the organization's engagement with the state government.

Chris Wall, EQV Strategic, presented a report of the General Assembly's activities, noting that the legislature is currently wrapping up its long session and the short session will begin on May 18th. He noted that both the House and Senate are expected to pass a technical corrections bill to clean up errors in the budget passed in November 2021. He also noted that the voting maps have been finalized for local, state, and federal elections. He further noted that the field of legislative candidates is set following the filing deadline, adding that the General Assembly will likely maintain a Republican majority in 2023. He noted that the General Assembly will have \$100 million in BIL funds to allocate outside of programmatic funding and encouraged Executive Board members to begin identifying projects for which their communities would like to seek funding. He also noted that \$637 million in opioid settlement funds the state is receiving will go to counties and municipalities to fight the opioid epidemic. He further noted that the state will have a \$3.5 billion surplus after this year's tax collections. He also reported that Centralina's direct engagement with the General Assembly began last year and involved educating legislators on CONNECT Beyond and building relationships with them. He noted that those efforts have paid off as staff conducts another round of project briefings with legislators.

Ms. Gardner presented the legislative priorities of the NC Association of Regional Councils of Government (NCARCOG), adding that the focus is on building relationships and solidifying the position of COGs as the regional organizations to steward conversations, develop strategies, and implement services at the regional level. She reported that NCARCOG was able to secure appropriations in the state budget, including \$10 million to help support local governments in implementing ARPA funds. She explained that Centralina is providing this ARPA support to its members by leading a peer consortium, offering monitoring services, and coordinating a regional information exchange. She also reported that NCARCOG received \$6 million in state funds to support disaster relief and recovery and regional resilience. She explained Centralina will use its allocation to continue the Regional Resilience Collaborative project and work on housing and infrastructure resilience.

Ms. Weston explained that Centralina is proposing hosting a legislative networking event to bring together Delegates and members of the region's state legislative delegation. She added that the event would be held in person within the region and would include a briefing session on regional issues as well as time for elected-to-elected engagement on community-specific matters.

Mayor Pro Tem Hall suggested grouping the counties together in threes instead of holding one large event for all counties.

Council Member Corinthia Lewis-Lemon, Town of Morven, also suggested keeping the event to a smaller scale.

5. Chairman's At-Large Appointments to the Executive Board

Chairman Compton explained that Centralina's bylaws allow the Chair to appoint up to two Delegates to serve as at-large members on the Executive Board. He reported that he is re-appointing Council Member Jennifer Stepp, City of Gastonia, and Mayor Karen Alexander, City of Salisbury to the at-large seats.

6. Secretary and Treasurer Installation

Chairman Compton noted that Secretary Jarvis Woodburn, Anson County, was unable to attend the meeting because he was participating in the CLT Aviation Academy that evening. He also noted that Treasurer Morgan was traveling and had to sign off the meeting early. He explained that the Secretary Woodburn and Treasurer Morgan would be sworn in at the next Executive Board meeting.

Comments from the Executive Board and Centralina Staff

There were no comments from the Executive Board or Centralina Staff.

Comments from the Executive Director

Ms. Gardner reported that the Centralina Clean Fuels Coalition is working with NCDOT to update the state's electric vehicle infrastructure plan and will also work to update the region's electric vehicle readiness plan. She added that these plans will create a pathway for utilizing BIL funding to build the infrastructure for electric vehicles. She noted that there will be a series of meetings on Wednesday, March 16th in Rowan and Anson Counties to discuss funding opportunities available for electric vehicle charging and transit buses through the Volkswagen settlement.

Comments from the Chair

Chairman Compton noted that nominations for Centralina's Region of Excellence Awards are due March 28th.

Adjournment

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:13 p.m.



CENTRALINA

REGIONAL COUNCIL

Item 6

Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time:	10 minutes			
Presenter at Meeting:	Leslie Mozingo	Phone Number:	202-255-5760			
		Email:	leslie@strategics.consulting			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-348-2703			
		Email:	ggardner@centralina.org			
Submitting Department:	Government Affairs & Member Engagement	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
<p>Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations activities, including a performance report on activities from March.</p>						
Background & Basis of Recommendations:						
<p>Since 2015, Centralina has contracted with Strategics Consulting for federal relations consulting services. The Executive Board has requested that Ms. Mozingo present performance metrics reports at each of its meetings.</p>						
Requested Action / Recommendation:						
<p>Motion to accept the Strategics Consulting performance report for March 2022.</p>						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	Goals and Activities for Strategics Consulting: March 2022 Report					

GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING MARCH 2022 REPORT

- 1. Build, maintain and enhance relationships with Members of Congress and the federal agencies**
 - Communicated with congressional offices regarding process for submitting FY23 appropriations.

- 2. Develop advocacy strategies around the approved Federal Action Plan on regional priorities and implement in coordination with Centralina's management**
 - Presented to Executive Board at March meeting.
 - Updated Federal Relations Calendar.
 - Participated in regularly scheduled strategy calls with Centralina ED.

- 3. Provide information and support related to federal grant opportunities in coordination with Centralina staff**
 - Attend 12 White House Bipartisan Infrastructure Law individual agency webinars.
 - Provided weekly Grants Alerts, as well as individual notices such as U.S. Department of Labor access to training grants and State Rural Grants.
 - Wrote Capital Corner entry to update membership on federal activity.

- 4. Respond to trouble shooting requests from members and Centralina on federal issues**
 - Answered questions from members on ARP uses and guidance
 - Provided talking points advice to Mayor before DC meetings with Members of Congress.
 - Shared Treasury's updated Compliance and Reporting Guidance for Local Fiscal Recovery Funds.

For more information, contact Leslie Mazingo at (202) 255-5760 or leslie@strategics.consulting.



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REGIONAL COUNCIL

Item 7

Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Geraldine Gardner	Presentation Time:	25 minutes			
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:		Phone Number:				
		Email:				
Submitting Department:	Administration	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
<p>Centralina will provide the Executive Board with an overview of the strategic planning process and seek input on the emerging organizational vision and goals. Executive Board members are asked to come prepared to discuss: What is Centralina known for 10 years from now? How can we be different from other regional councils? What is our lasting impact on the region?</p>						
Background & Basis of Recommendations:						
<p>Centralina is in its final year of its current three-year strategic review and is updating the strategic plan for the next three-year planning period. We launched the Regional Dialogue Series this fall to solicit input from stakeholders on the important issues facing our region. That input is now informing the plan development process. Here is a brief overview of the strategic plan components:</p> <ul style="list-style-type: none"> • Vision: In development and subject of discussion at the April Meeting. Executive Board “Think-Ahead” Questions: What is Centralina known for 10 years from now? How can we be different from other regional councils? What is our lasting impact? • Mission: Retaining current mission statement; no changes proposed. <i>Centralina leads regional collaboration and sparks local action to expand opportunity and improve quality of life.</i> • Values: Current core values uses the acronym: <i>LEAD in the way we ACT</i>. Centralina’s Culture and Development Team will be leading an internal review of the values and will propose any changes. • Goals & Tactics: In development during May/June. Goals will address Centralina’s three levels of impact: regional collaboration; local government support; and service delivery. • Annual Workplan: As in previous years, Centralina will develop an annual workplan that is used to implement the strategic plan each fiscal year. <p>Overall Timeline: The strategic plan will be finalized and put forward to the Board this summer, likely at the August Board of Delegates meeting. There will be multiple opportunities for both Executive Board and Board of Delegates input this spring.</p>						
Requested Action / Recommendation:						
Receive as information and provide feedback as requested during the meeting.						
Time Sensitivity: (none or explain)	Feedback from the Board at this stage of the process will be helpful to meeting the timeline for the strategic planning process.					

Budget Impact: <i>(none or explain)</i>	None.
Attachments: <i>(none or list)</i>	None.



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Item 8



Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time:	10 minutes			
Presenter at Meeting:	Nina Barrett and Kelly Weston	Phone Number:	704-688-7036			
		Email:	nbarrett@centralina.org			
Alternate Contact:	Kelly Weston	Phone Number:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	Government Affairs & Member Engagement	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
<p>Centralina staff will brief the Executive Board on the launch of the American Rescue Plan Act (ARPA) Peer Consortium and share information about the first Project and Expenditure Report requirements for State and Local Fiscal Recovery Funds due on April 30th.</p>						
Background & Basis of Recommendations:						
<p>Last month, Centralina launched the ARPA Peer Consortium, a peer-to-peer learning experience for member governments who share an interest in receiving strategic support services to help administer their ARPA fund allocations. Centralina developed this program as a collaborative effort among staff from member governments who have limited experience in administering federal grants or limited capacity within their organization. This spring and summer, Centralina will convene the Consortium participants in a series of interactive meetings featuring a mix of expert presentations and peer discussions covering a range of ARPA planning and implementation topics. Participants will benefit from receiving information, templates, and guidance as well as connecting with a network of peers in the region who are also working on ARPA. A key objective for the initial meetings in the series is to equip the Consortium participants with the resources needed to complete the first Project and Expenditure Report for State and Local Fiscal Recovery Funds due to the US Treasury on April 30, 2022.</p> <p>Centralina's capacity to provide this support for member governments is underwritten by funding from the NC Association of Regional Councils of Government and the NC Pandemic Recovery Office. Centralina is also working in partnership with the UNC School of Government, the NC League of Municipalities, and the NC Association of County Commissioners on this initiative.</p>						
Requested Action / Recommendation:						
Receive as information and share the ARPA Support Services Update with staff and other elected officials in your community.						
Time Sensitivity: <i>(none or explain)</i>	Centralina wants to ensure that its member governments are prepared to meet the US Treasury's deadline for the first Project and Expenditure Report for State and Local Fiscal Recovery Funds on April 30, 2022.					
Budget Impact: <i>(none or explain)</i>	None					

Attachments:
(none or list)

- ARPA Support Services Update – April 2022
- ARPA Consortium Sales Sheet
- ARPA Monitoring Services Sales Sheet

American Rescue Plan Act Support Services Update

April 2022

Centralina Executive Board Members: This update contains information pertinent to local government reporting standards for State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA). Please share this information with:

- Staff and other elected officials in your community who are working on or have an interest in ARPA
- Delegates from the other municipalities within your county

ARPA Reporting Key Considerations

- All local governments receiving SLFRF are required to submit Project and Expenditure Reports. The first report is due to the US Treasury on April 30, 2022.
 - **Local governments that have not yet decided how they will spend their ARPA allocation must still submit a Project and Expenditure Report and supporting documents by April 30, 2022.**
- Local governments have the option to make a one-time decision to either calculate revenue loss according to the formula outlined in the US Treasury's Final Rule or elect a Standard Allowance of up to \$10 million—not to exceed the award allocation—to spend on government services.
 - **Local governments must make this one-time decision in the report due April 30, 2022 even if they have no projects or expenditures to report yet.**

If Your Community Needs Assistance

- **Centralina has resources to help our member governments submit their first report, administer their ARPA allocations and ensure their spending is in compliance with federal guidelines. Please reach out to your community's Member Liaison listed below for more information.**

Jurisdiction	Member Liaison
Counties and City of Charlotte	Geraldine Gardner , Executive Director ggardner@centralina.org 704-351-7130
Municipalities in Gaston, Lincoln and Mecklenburg Counties	Kelly Weston , Government Affairs & Member Engagement Coordinator / Clerk to the Board kweston@centralina.org 704-348-2728
Municipalities in Cabarrus, Iredell and Rowan Counties	Nina Barrett , Government Affairs & Member Engagement Coordinator nbarrett@centralina.org 704-688-7036
Municipalities in Anson, Stanly and Union Counties	Emily Parker , Senior Planner eparker@centralina.org 704-688-6507





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ARPA Consortium

The American Rescue Plan Act (ARPA) Peer Consortium is a collaborative effort facilitated by Centralina Regional Council. The goal is to create a peer-to-peer learning experience amongst local governments who share an interest in receiving strategic support services to help administer ARPA fund allocations. Participation in the Consortium is open and free to all member municipalities and counties.

Program Benefits

This program was developed for member governments with limited or no experience implementing and administering federal grants and / or have limited capacity within their organization. Participants will benefit from shared learning experiences with comparable peer communities and receive individualized, strategic support services, in addition to:

- Customized federal grant guidance and feedback
- Monitoring and evaluation resources (checklists, templates)
- A real-time FAQ document to support technical responses to ARPA questions and peer-to-peer learning outcomes
- Access to planning, policy and procedure templates



Program Timeline

From March – June 2022, Centralina will host interactive work sessions that feature a mix of expert presentations and peer discussions on a range of important ARPA planning and implementation topics noted below. During this time, individual office hours with Centralina staff are available for ARPA guidance and one-on-one support. After the initial programming phase, Consortium members can transition to customized [monitoring and reporting services](#) for the duration of the ARPA program. For the remainder of 2022 and through the end of 2024, Centralina will convene the Consortium for periodic check-ins to share challenges, successes and offer ongoing peer support as issues arise.

- 📍 March 29th Kickoff: Getting Started with Federal Funds
- 📍 What's the Plan? Preparing Your ARPA Spending Plan
- 📍 Preparing Your First Report
- 📍 Policies & Procedures 101
- 📍 Strategies for Citizen Engagement & Public Information Sharing
- 📍 Working with Partners: Nuts and Bolts of RFQs and Subawards
- 📍 Introduction to Program Monitoring

Consortium Member Responsibilities

To best serve your local government, we ask that you do the following:

- 📍 Designate a local support staff person / ARPA project manager
- 📍 Attend ARPA work sessions and actively participate in group discussions
- 📍 Complete and meet established deadlines for service deliverables
- 📍 Provide constructive feedback on peer materials

Let's Get to Work!

If you're ready to join the Consortium, simply email info@centralina.org and complete this short [questionnaire](#) by **March 1st** to claim your spot. Our team will get back to you set a short call to review any questions and expectations prior to the kick-off meeting. The State and Local Fiscal Recovery Fund (SLFR) Project and Expenditure Report is due **April 30th**. If you would like to use our complimentary support services to meet this important reporting deadline, please contact us by **March 1st**.



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ARPA Monitoring Services

Now that the U.S. Department of the Treasury issued the Final Rule of the American Rescue Plan Act (ARPA), it is time for communities to move forward with their spending plans. It is essential that your community follows federal uniform guidance regulations from the start of every project. A sound monitoring and reporting structure, including policies and procedures, should be in place as your community begins to administer and implement ARPA funds.

Let us remove the burden of uncertainty by supplying your community with expert-crafted documents and protocols to assist with your federal grant requirements. We will partner with you to provide monitoring oversight for the duration of the ARPA funding through December 31, 2026.

Program Benefits

Centralina staff will work diligently to ensure that your municipality or county is in compliance with uniform guidance. In addition, monitoring services participants will:

- Have the opportunity to collaborate and connect with regional communities that share similar ARPA spending priorities
- Save time and resources by utilizing our grant compliance monitoring toolkit
- Have access to grant professionals and federal funding subject matter experts
- Uncover additional opportunities to leverage additional federal or state grants

Monitoring Services

Our staff will provide the following as part of our service package. All deliverables will be tailored to fit the needs of your community and built around your spending plan. Reasonable fee for service will be based on a customized scope of work.

Monitoring Schedule with Timeline and Deliverables

Federal Grant Guidance, Reviews and Feedback

- Identify areas impacted by evolving regulatory guidance
- Reporting setup and controls

Templates and File Maintenance Checklists

- Policies and procedures
- Procurement
- Subawards
- Administrative and audit requirements

Monitoring and Evaluation Resources

- Monthly or quarterly file reviews
- Quarterly onsite reviews, as needed
- Constructive feedback on your documentation

Local Community Responsibilities

To best serve your local government, you will need to have the following in place:

- Local support staff person / ARPA project manager
- Active community engagement plan
- ARPA spending plan and implementation schedule that's been adopted by your Council / Commission

Let's Get to Work!

Please call us to schedule a consultation if you would like more information on our monitoring and compliance services.



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Item 9



Board Agenda Item Cover Sheet

Board Meeting Date:	April 13, 2022	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time:	10 minutes			
Presenter at Meeting:	Kelly Weston	Phone Number:	704-348-2728			
		Email:	kweston@centralina.org			
Alternate Contact:	Geraldine Gardner	Phone Number:				
		Email:	ggardner@centralina.org			
Submitting Department:	Government Affairs & Member Engagement	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
Centralina staff will present an overview of the organization's grant support services available to member governments.						
Background & Basis of Recommendations:						
As a partner to local governments, Centralina works to provide grants support and outreach to its members. The resources we provide include information about funding opportunities, grants research and strategy development assistance.						
In response to member requests for grant writing assistance, Centralina staff has explored options for partnering with professional grant writers to provide this service. We are finalizing an agreement with a partner organization and will launch this offering to our members later this spring.						
Requested Action / Recommendation:						
Receive as information.						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	None					