



# Executive Board Meeting Agenda

Wednesday, September 8, 2021  
 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, September 8, 2021 at 5:00 pm**. The meeting will be held via Zoom.

Time	Item	Presenter
5:00 p.m.	<b>Call to Order</b>	Bobby Compton
	<b>Roll Call</b>	
	<b>Moment of Silence</b>	
	<b>Amendments to the Agenda</b> (if any)	
<b>Consent Items:</b> <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 Pages 5 - 38	<b>Approval of FY22 Senior Community Services Employment Program Funding</b> The Executive Board is being asked to approve the Sponsor Agreement and Budget Proposal for Older American's Act Title V funding for the Senior Community Services Employment Program (SCSEP) in the amount of \$471,185 (including required match) for FY2022. The grant runs through July 1, 2021, through June 30, 2022.  <b>Action/Recommendation:</b> <i>Motion to approve SCSEP funding from the Center for Workforce Inclusion, Inc. to the Centralina Area Agency on Aging for Older American's Act Title V allowable grant activities from June 1, 2021, through July 30, 2022.</i>	Linda Miller
Item 2 Pages 40 - 53	<b>Approval of FY22 Managed Information Technology Services Agreement</b> Staff requests the Board's approval of a one-year managed information technology (IT) services agreement with Brightflow Technologies in the amount of \$71,400.  <b>Action/Recommendation:</b> <i>Motion to approve the FY22 managed IT services agreement with Brightflow Technologies in the amount of \$71,400.</i>	Kelly Weston
Item 3 Pages 55 - 61	<b>Approval of the June 9, 2021 and July 28, 2021 Executive Board Meeting Minutes</b> The minutes from the June 9, 2021 meeting and the July 28, 2021 special meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>Motion to approve the June 9, 2021 and July 28, 2021 Executive Board meeting minutes.</i>	Bobby Compton

<b>Regular Business Items:</b>		
<p><b>5:15 p.m.</b> <b>Item 4</b> 15 minutes <i>Pages 63 - 66</i></p>	<p><b>Federal Relations Update and Annual Report</b> Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations efforts, including a performance report of activities for June through August and an annual report of activities for July 2020 through June 2021.</p> <p><b>Action/Recommendation</b> <i>Motion to accept the Strategics Consulting performance report for June through August and the annual report of federal relations activities for July 2020 through June 2021.</i></p>	<p>Leslie Mozingo</p>
<p><b>5:30 p.m.</b> <b>Item 5</b> 10 minutes <i>Page 68</i></p>	<p><b>Raleigh Relations Update</b> The Executive Director will provide updates on projects Centralina is working on in support of and in coordination with state government efforts, including American Rescue Plan Act and NC Pandemic Recovery Office resources, and the NC Radar Project.</p> <p><b>Action/Recommendation:</b> <i>Receive as information and provide feedback.</i></p>	<p>Geraldine Gardner</p>
<p><b>5:40 p.m.</b> <b>Item 6</b> 15 minutes <i>Pages 70 - 71</i></p>	<p><b>CONNECT Beyond Endorsement Process Discussion</b> Staff will brief Executive Board Members on the expected action by the Board of Delegates at its October meeting. Additionally, staff will review Centralina Regional Council's implementation activities related to the CONNECT Beyond recommendations, including key next steps.</p> <p><b>Action/Recommendation:</b> <i>Staff will seek Board feedback on the endorsement process for the CONNECT Beyond Plan and Recommendations in October as well as on staff work plan related to Plan implementation activities.</i></p>	<p>Michelle Nance</p>
<p><b>5:55 p.m.</b> <b>Item 7</b> 30 minutes <i>Pages 73 - 97</i></p>	<p><b>Centralina Office Space Discussion and Decision</b> The Executive Board is asked to make a determination regarding Centralina's future office location.</p> <p><b>Action/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion Option 1: Motion to direct the Executive Director to begin lease renewal negotiations at 9815 David Taylor Drive and to bring a legally reviewed lease to the Executive Board for approval at their November 2021 meeting.</i></li> <li>• <i>Motion Option 2: Motion to direct the Executive Director to begin lease negotiations at [Insert Property Name] and to bring a legally reviewed lease to the Executive Board for approval at their November 2021 meeting.</i></li> </ul>	<p>Geraldine Gardner</p>
<p><b>6:25 p.m.</b> 5 minutes</p>	<p><b>Comments from the Executive Board and Centralina Staff</b></p>	<p>Board Members and Staff</p>



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<b>6:30 p.m.</b> 5 minutes	<b>Comments from the Executive Director</b>	Geraldine Gardner
<b>6:35 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Bobby Compton
<b>6:40 p.m.</b>	<b>Adjournment</b>	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](http://www.centralina.org).*



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 1**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 8, 2021	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Linda Miller, Aging Director	<b>Presentation Time:</b>	NA			
<b>Presenter at Meeting:</b>	Linda Miller (if needed)	<b>Phone Number:</b>	704-348-2712			
		<b>Email:</b>	<a href="mailto:lmiller@centralina.org">lmiller@centralina.org</a>			
<b>Alternate Contact:</b>	Latosha Walker, SCSEP Coordinator	<b>Phone Number:</b>	704-348-2713			
		<b>Email:</b>	<a href="mailto:lwalker@centralina.org">lwalker@centralina.org</a>			
<b>Submitting Department:</b>	Aging	<b>Department Head Approval:</b>	<i>Linda H. Miller</i>			
<b>Description of Agenda Item:</b>						
<p>The Executive Board is being asked to approve the Sponsor Agreement and Budget Proposal for Older American's Act Title V funding for the Senior Community Services Employment Program in the amount of \$471,185 (including required match) for FY2022. The grant runs through July 1, 2021, through June 30, 2022.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed people age 55 and older. Centralina Regional Council and the Area Agency on Aging have provided services through SCSEP to older and disabled adults in the region uninterrupted for over 35 years.</p> <p>SCSEP participants gain work experience in a variety of community service activities at non-profit and government/public agencies. Program participants work an average of 20 hours a week and are paid the state minimum wage. This training serves as a bridge to civic engagement and skills enhancement; and leads to unsubsidized employment opportunities for participants. SCSEP prioritizes those older adults most in need and targets veterans, low-income, those with disabilities and other at-risk criteria.</p> <p>SCSEP is a valuable program for older adults at a time when our nation's labor force is increasingly dependent on older workers. Despite the continuing COVID-19 pandemic, the Centralina SCSEP program is offering a variety of options for participants such as regular in person host agency placement in the community when available, working from home with tasks and supervision provided by the host agency, and ongoing support, training, and education to all participants.</p>						
<b>Requested Action / Recommendation:</b>						
<p>Motion to approve SCSEP funding from the Center for Workforce Inclusion Inc. to the Centralina Area Agency on Aging for Older American's Act Title V allowable grant activities from June 1, 2021, through July 30, 2022.</p>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	FY22 SCSEP Sponsor Agreement and Sponsor Budget Proposal should be approved, signed, and submitted to funder by September 10, 2021.					
<b>Budget Impact:</b> <i>(none or explain)</i>	Centralina is responsible for the match of \$53,701 for FY22.					

<b>Attachments:</b> <i>(none or list)</i>	None
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**SCSEP Sponsor Agreement**

**Who we are – a National Grantee for Title V of the Older Americans Act**

Center for Workforce Inclusion, Inc. (Center)  
8403 Colesville Road, Suite 200  
Silver Spring, Maryland 20910-6391

This Agreement refers to the Center for Workforce Inclusion, Inc. as *We* or *Us* or *Grantee*.

**Who you are – a Subgrantee/Sponsor**

Subgrantee Project Number: 331  
Centralina Regional Council  
9815 David Taylor Drive  
12th Floor  
Charlotte, NC 28262

This Agreement refers to Centralina Regional Council as *You* or *Sponsor*.

**Background**

The Center for Workforce Inclusion, Inc. has received a Senior Community Service Employment Program (SCSEP) grant award from the Employment and Training Administration Division of Older Worker Programs, U.S. Department of Labor (USDOL) dated June 24, 2021 and received on July 2, 2021. This grant is authorized under Title V of the Older Americans Act of 1965 as amended (CFDA No.: 17.235) and the Federal Award Identification Number is AD-36274-21-60-A-24.

Our SCSEP Program offers low-income older people paid community service and training as an entry into productive work. The SCSEP Program is intended to benefit:

- eligible people who enroll, and
- the community in which the program is located.

To help us carry out our duties for this program, by signing this Agreement you have agreed to provide certain services and facilities described below.

*Definitions*

This Agreement is subject to and incorporates the definitions of Title 20, *Code of Federal Regulations*, Part 641, or as amended.

Whenever *Sponsor* is used, it means a subgrantee of the Center.

Whenever *participant* is used, it means a SCSEP participant. (The Federal government also uses the term *participants*.)

**Center for Workforce Inclusion, Inc. (Center)**

***The Terms of this Agreement***

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**I. Period of this Agreement:** July 1, 2021 to June 30, 2022.

You must fulfill your duties within this time period unless we both agree in writing to extend the deadline.

**II. Funding for this Agreement:** \$417,484 Federal, that we provide.  
53,701 Non-Federal, that you provide. (20 CFR 641.809)  
\$471,185 Total funding.

Of the Federal funds that we provide, you must spend at least \$358,755 for SCSEP Participant Wages and Fringe Benefits. The maximum to be spent on Administrative Costs is \$40,575, of \$58,729 funds available for Administrative and Program/Other Costs. At your discretion, and in the best interests of the SCSEP Program, the balance of the Federal funds may be spent as follows:

1. on additional Participant Wages and Fringe Benefits; or
2. on Program/Other Costs (not Participant Wages and Fringe Benefits or on Administrative Costs); or
3. on a maximum of \$40,575 for Administrative Costs; or,
4. on any combination of the three (3) options above.

You agree to provide the non-Federal share in the amount of \$53,701 and you agree to use this amount to support the SCSEP Program. You have agreed to do this voluntarily and you acknowledge that this obligation is not a condition of entering into this subgrant.

Funding for this Agreement may be changed by the Center. The Center may modify the budget with our Agreement Modification document. See *Center SCSEP Program Policy and Procedure Manual*.

Accordingly, for good and valuable consideration, the parties hereby agree as follows:

**III. What you agree to do:** According to Title 20 of the Code of Federal Regulations, Part 641, Subpart C-Grant Operations, as amended, you agree to enroll at least 78 eligible persons during the program period. You agree to assign these eligible, low-income persons 55 years of age and older into part-time community service positions at rates and hours set forth in the Older Americans Act and consistent with their assessments and individual employment plans.



**Center for Workforce Inclusion, Inc. (Center)**

You are to give priority enrollment to individuals who are veterans and eligible spouses of veterans, 65 years of age or older; or have a disability; have limited English proficiency or low literacy skills; reside in rural areas; have low employment prospects; have failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act; are formerly incarcerated or are homeless or at risk for homelessness.

Attached is a listing of counties in your state to be served by you (Attachment 8).

Achieve total number of paid hours of community service - 80.2%

Achieve an average most-in-need characteristics, as defined by 20 CFR Part 641.710(a)(6), per total number of participants served – 3.0.

Exit at least 35% of such persons into unsubsidized employment during the program year.

Achieve at least 42% of exiters employed after exit in Q2

Achieve at least 37% of exiters employed after exit in Q4.

Achieve at least \$3,500 in median earnings.

Achieve a participant ACSI satisfaction rate of 85.

Achieve a host agency ACSI satisfaction rate of 83.

Achieve an employer ACSI satisfaction rate of 86.

See Attachment 1, *PY21-22, SCSEP Performance Goals Summary Sheet* for definitions.

You agree to fully expend but not exceed the Participant Wage/Fringe Benefit (PWFB) funds available in the budget as outlined in this Agreement, or amended budget, as well as to achieve the performance goals identified above, by using the PPP to integrate effectively achieving (or exceeding) your performance goals with your participant wage spending.

Complete all follow-up activity for participants identified in Center Follow-up Reports.

Respond timely and thoroughly to performance review reports and technical assistance plans produced by Center staff during the program year.

Attend conferences and training as designated by the Center.

Require subcontractors you to certify in writing that they follow the terms of this Agreement.

Prepare and update a Performance Strategies Plan (PSP) as required.

## **Center for Workforce Inclusion, Inc. (Center)**

### ***This Agreement requires compliance with the following:***

These documents (both current versions and amendments) are binding on you and are a part of this Agreement:

- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date November 30, 2021);
- TEGL 17-20, Update Guidance on Priority of Service, Durational Limits, and State Plan Submissions (April 15, 2021);
- *Federal Poverty Guidelines*, Federal Register 86 FR 7732 (February 1, 2021); or HHS website at <https://aspe.hhs.gov/poverty-guidelines>
- Consolidated Appropriations Act, 2021 [Including Coronavirus Stimulus & Relief], Pub.L. 116-260 (December 27, 2020);
- Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), Pub. L. 116-136 (March 27, 2020);
- Older Americans Act of 1965, as amended, 42 USC §3056, et seq.; Older Americans Act Reauthorization Act of 2016, Pub.L. 114-144 (April 19, 2016); Supporting Older Americans Act of 2020, Pub.L. 116-131 (March 25, 2020);
- The Fair Labor Standards Act of 1938, as amended through Pub. L. 115-141 (March 23, 2018);
- SCSEP; Performance Accountability; Interim Final Rule, 82 F R 56869 (December 1, 2017);
- TEGL 16-16, *Change 1 to Training and Employment Guidance Letter (TEGL) 16-16 One-Stop Operations Guidance for the American Job Center Network* (June 16, 2017);
- TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
- TEGL 16-16, *One-Stop Operations Guidance for the American Job Center Network* (January 18, 2017);
- TEGL 15-16, *Competitive Selection One-Stop Operators* (January 17, 2017);
- WIOA; Joint Final Rule for Unified and Combined State Plans, Performance Accountability and the One-Stop System Joint Provisions, 81 FR 55791 (August 19, 2016);
- TEGL No. 15-14, *Implementation of the New Uniform Guidance Regulations* (December 19, 2014);
- Workforce Innovation and Opportunity Act (WIOA) of 2014, (Pub. L. 113-128), Sec. 121, Funding of One-Stop Infrastructure;
- Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 FR 78589 (December 26, 2013) published at 2 CFR Part 200;
- VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011, Pub. L. 112-56 (November 21, 2011);
- Training and Employment Notice 15-10, *Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)* (November 10, 2010);
- SCSEP Final Rule, 75 Federal Register (FR) 537864 (September 1, 2010), published at 20 CFR part 641 ;
- Priority of Service for Covered Persons; Final Rule, (December 19, 2008), published at 20 CFR Part 1010;
- TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006);
- Jobs for Veterans Act (JVA) as amended, Pub. L. 107-288 (November 7, 2002);
- Paperwork Reduction Act of 1995, Pub. L. 104-13 (May 22, 1995);

## **Center for Workforce Inclusion, Inc. (Center)**

- The Social Security Act of 1935, as amended through Pub. L. 89-97 (July 30, 1965);
  - 29 CFR Part 98, Debarment, Suspension, Drug Free Workplace;
  - All applicable advertising laws, including, on the federal level, and Section 5 of the FTCA (15 U.S.C. § 45); and Section 43(a) of the Lanham Act (15 U.S.C. § 1125(a)), as well as whatever state and local laws also apply.
  - *Center SCSEP Policy and Procedure Manual*;
  - Your budget as we approve it; and
  - Center Grant Agreement with the USDOL.
- B. This Agreement includes your obligation to abide by regulations issued by USDOL and policies and procedures issued by the Center. You are a part of the Center network in your state.

## **II. *Your Operation Must Follow These Rules. Also, see Center SCSEP Policy and Procedure Manual.***

### ***The reports you must provide ...***

- Payroll by Payroll reports which track participant wage costs each pay period must be submitted within five (5) work days following the close of each pay period.
- The Project Performance Plan (PPP) webtool must be updated within five (5) work days following the close of each pay period.
- Enter participant data directly into SPARQ from the Participant Form, Community Service Assignment Form, Exit Form, and Unsubsidized Exit form within 5 work days of completing the form(s), and community service hours, follow-ups for unsubsidized placement, etc., as required.
- Review SPARQ Data quality reports, management reports, and Center tickler emails and reports at least once a week. Resolve all rejects (Durational rejects, rejects, warnings) promptly and reconcile your payroll list to data in SPARQ to ensure your accuracy and completeness of your data.
- Review durational limit report and tickler emails to ensure durational limit exits are entered no later than 7 days after the Individual Durational Limit date to avoid locked records. All locked records must be explained and addressed as soon as possible and Center may provide technical assistance to ensure timely entry of all forms including durational limit exits.
- Complete Center on-line tools, as required.
- A monthly Report of Costs (SA1) is due within 30 calendar days after the reported month and must be completed using the Center On-line Report of Costs webtool.
- A monthly Report of Non-Federal Costs (SA2) is due within 30 calendar days after the reported month and must be completed using the Center On-line Report of Costs webtool.

## **Center for Workforce Inclusion, Inc. (Center)**

- A closeout grant report is due within 30 calendar days after the close of the grant year. This report will include:
  - final report on spending
  - final non-Federal cost report
  - summary of payroll data
- A single audit report, in compliance with the Single Audit Act and 2 CFR 200 subpart F – Audit Requirements, is due within nine months after your fiscal year ends.

### ***The records you must keep...***

- You must maintain any records and accounts, including property, personnel, and financial records, that we, USDOL, or any authorized representative deem necessary.
- You must keep program and financial records for three (3) years after the program year in which the participant received his/her final follow-up activity or three (3) years from a completed audit, whichever is longer.
- In accordance with 2 CFR 200 subpart D – Post Federal Award Requirements, you must make any records relating to the SCSEP Program available for examination on request by the Center and/or USDOL, and upon further request, you must transfer custody of such records to the Center and/or USDOL.
- If you cease to administer SCSEP, you must turn over to us complete data files, both electronic format and hard copy.
- You must provide insurance as described in the *Sponsor Budget Instructions*.

### ***Using your funds...***

- In carrying out the duties of this Agreement, you agree to fully expend but not exceed the funds we approve in your budget or amended budget and achieve the minimum program outcomes found on pages 2-3 of this Agreement.
- If you do not use program funds in a timely and proper manner, we may withdraw all or part of the unexpended funds.
- We can also increase or decrease funding.

### **III. We Will Provide Funding**

- A. We will provide funding to you according to the methods outlined in the *Sponsor Budget Instructions*.
- B. Using the Automated Clearing House (ACH), we will transfer funds to the bank account that is currently on file with our Finance Department.
- C. You must use these funds only to pay for costs incurred according to the *Center SCSEP Program Policy and Procedure Manual*.

## **Center for Workforce Inclusion, Inc. (Center)**

### **IV. *We Are Not Responsible for Claims, Damages, or Losses***

We (including our directors, officers, agents, and employees) are not responsible for any claims, damages, losses, and expenses (including but not limited to fees of attorneys) that may arise from any act or failure to act by you (including your directors, officers, agents, and employees) or by any of your subcontractors (including its directors, officers, agents, and employees) for whose acts liability may arise in connection with performing the work described by this Agreement. The obligations set forth in this Section shall survive the expiration or earlier termination of this Agreement to cover any claim alleged to have arisen during the term of this Agreement.

You agree to indemnify, defend, and hold harmless Us/Center and their successors, affiliates and subsidiaries, subcontractors and their respective employees, officers, directors, agents, and assignees against and from any and all claims, liabilities, damages, judgments, penalties, losses and costs, including reasonable attorneys' fees and costs (including in-house counsel), arising out of, or relating to, or in connection with any material breach by You of any obligation under this Agreement. The obligations set forth in this Section shall survive the expiration or earlier termination of this Agreement.

You hereby agree to indemnify, defend, and hold the Center for Workforce Inclusion, Inc. its successors, affiliates, subcontractors and subsidiaries, and their respective employees, officers, directors, agents, and assignees against and from any and all claims, liabilities, damages, judgments, penalties, losses, and costs, including reasonable attorneys' fees and costs (including in-house counsel), arising out of, or relating to, or in connection with any property damage, personal injury, or death resulting or allegedly resulting from the use of Your products or services or performing work related to the SCSEP Program. We agree to give You notice of any claim or litigation to which the indemnification set forth in this Section applies. The obligations set forth in this Section shall survive the expiration or earlier termination of this Agreement.

### **V. *You Will Share the Program Cost***

Your share of the SCSEP Program costs will be in cash and/or in-kind and will be from non-Federal sources. The total amount of non-Federal funds raised to meet the matching requirement of the SCSEP Program will directly support the program. Under the terms of this Agreement, your non-Federal share shall not be less than the amount specified on page two of this Agreement. For any excess of non-Federal funds beyond this amount, you agree to assign to Center for its determination of whether the excess shall be used to support the program. Such excess is not part of your unreimbursable non-Federal match requirement and is not a donation within the meaning of 2 CFR Part 200. A description of the types of non-Federal match funds to meet your required share is found at 20 CFR 641.809.

### **VI. *Participants Are Not Federal Employees***

- A. The Federal government represented by USDOL is not a party to this Agreement and has no legal liability under this Agreement. Any liabilities, legal actions, or disputes that may arise under this Agreement are between Center and you.
- B. In all matters relating to this Agreement, you are an independent contractor. Participants are enrolled in a Federally subsidized community service employment program and are employed by you for certain payroll purposes. Participants are not Center employees, they are not Federal employees, and they are not subject to the Federal provisions of the law that apply to Federal employees about employment, hours of work, rates of compensation, leave, unemployment compensation, and employee benefits (20 CFR 641.585).

## **Center for Workforce Inclusion, Inc. (Center)**

### **VII. You Will Have Staff for Your Program**

- A. You must provide a project director.
- B. We may ask you to remove your project director, for cause.
- C. Per Attachment 8, you must provide a full-time project director or equivalent for every 60 modified authorized positions or a part-time project director for every 30 modified authorized positions. If you have more than 60 authorized positions, staff patterns should evolve in conjunction with increases in modified authorized positions at least for every increment of 30 modified authorized positions above 60. Use of participant staff should be considered as additional help beyond these staffing requirements. If the staffing is less than these requirements you must ask us, in writing, for our approval.
- D. Your project director must attend any mandated training that Center may offer. Travel and per diem expenses will be paid by the Center.
- E. Your chief executive officer, project director, or designee, and any other staff associated with the program, including program and fiscal staff members, must be available to consult with our staff on any aspect of the program that we deem necessary.

### **VIII. You Will Seek Community Support**

- A. You and your project director will coordinate with other Center project directors in your state to achieve your SCSEP goals and spending requirements, both at your project and for the state.
- B. You will include the following statements and the Center for Workforce Inclusion logo on the SCSEP page(s) of your organization's website:
  - "The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans operated under a U.S. Department of Labor grant. We thank the Center for Workforce Inclusion, Inc. for selecting our organization to operate SCSEP in our community."
  - "The [insert your organization's name] SCSEP program is funded by a \$47.1 million grant from the U.S. Department of Labor. This funding provides 90% of the support for SCSEP with the Center and its subgrantees providing approximately \$5.2 million in nonfederal match. The SCSEP Program is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities."
- C. You will follow or like the Center's Facebook, Twitter, and LinkedIn accounts;
- D. You will participate in the Center's social media campaigns related to: National Employ Older Workers Week and Older American's Month.
- E. You will tag the Center in any SCSEP-related social media posts made by you.
- F. You will provide one completed Participant Profile per program year. A completed Participant Profile includes:
  - One completed Interview in writing or via video using the questions provided by the Center.
  - One release form signed by the participant.

## **Center for Workforce Inclusion, Inc. (Center)**

- Two photos of the participant adhering to the standards outlined in the Participant Profile Instructions (see Attachment 7).

G. If you or other program staff are asked to participate in state or regional SCSEP meetings or participate in the development of State SCSEP Plans, you must give us reasonable advance notice.

H. You will coordinate with employer associations, local Workforce Investment Boards (WIBs), and workforce intermediaries to identify high growth industries and workforce needs.

I. You will consult with local Area Agencies on Aging to consider linking programs provided by both agencies.

### **IX. You Must Have Electronic Communications Capability**

In the interest of efficiency, timeliness, and economy, you must have electronic communications and telecommunications capability within your project. Accordingly, you must provide us with daily Internet and e-mail access to the project director and financial officer. The cost associated with installing and operating the program's Internet capability is an allowable cost.

### **X. You Will Work with Public Workforce Systems**

- A. The Workforce Innovation and Opportunity Act of 2014 mandates that SCSEP is a partner in the One-Stop workforce delivery system. You agree to be identified as a SCSEP partner, developing *Memoranda of Understanding* with local area Workforce Development Boards (WDB) and/or American Job Centers, as well as coordinating linkages with other SCSEP partners in the same area. **You must give us current signed copies of any *Memoranda of Understanding*.**
- B. You will develop effective partnerships with area public workforce providers, e.g. American Job Centers, WDBs, community colleges, other SCSEP grantees, to provide the most efficient level of services to SCSEP participants.

### **XI. Notification Procedure in the Event of Data Breach**

- A. You agree to the following procedure in the event that you lose or have stolen from your possession, custody or control (referred to as "data breach") any documentary material or computer equipment containing personally identifiable information (PII) on project participants, current or former.
- B. PII refers to any information about an individual maintained by you, including any information that can be used to distinguish or trace a participant's identity, such as their name, Social Security Number, date and place of birth, mother's maiden name, biometric records, etc., and any other personal information which is linked or linkable to a participant.

## **Center for Workforce Inclusion, Inc. (Center)**

### C. Procedure:

- i. Immediately notify the Vice President of Workforce Development that the project has experienced a data breach of participants' PII and that you have determined that a reasonable risk exists for the potential misuse of the information.
- ii. The Project Director shall immediately assess the information compromised, risks posed, and how affected participants should be notified. The Project Director will coordinate the response with Center.
- iii. Maintain up to date contact information on all participants, former and current.
- iv. If appropriate, establish a call center to interact with participants.
- v. Consider offering appropriate credit monitoring assistance to affected participants.
- vi. Familiarize project personnel on your organization's privacy and security procedures and how they should recognize, report, and respond to a data breach.

## **Assurances and Certifications**

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By signing below, you agree to assurances and certifications attached and made a part of this Agreement as Attachment 3. The assurances and certifications are:

- Assurances/Non-Construction Programs,
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary covered Transactions,
- Certification Regarding Lobbying—Certification for Contracts, Grants, Loans, and Cooperative Agreements,
- Certification Regarding Drug-Free Workplace Requirements,
- Non-Discrimination and Equal Opportunity Assurances,
- Certification of Non-Delinquency,
- Certification that you can comply with all laws, rules and regulations applicable to this Agreement,
- Certification that you Accordingly, for good and valuable consideration, the parties hereby agree as follows, and
- Certification that you can fulfill your obligations under the sponsorship agreement without violating any other agreement to which you are party.

### **REPRESENTATIONS AND WARRANTIES.**

You represent and warrant that you will not use Grantee's name, identity, commercial content, intellectual property, or any materials/information provided to Sponsor except as authorized by Grantee and in accordance with Grantee's instructions.



## **Center for Workforce Inclusion, Inc. (Center)**

You represent and warrant that you have that any materials or information that is provided by Sponsor to Grantee regarding Sponsor's products or services are truthful, accurate, and free of misrepresentations.

### **INTELLECTUAL PROPERTY OWNERSHIP, TRADEMARKS & APPROVALS.**

All content authorized for use by the Sponsor will be and remain the absolute property of Grantee in perpetuity and you acknowledge that you have no right, title, or interest of any kind or nature whatsoever therein.

Unless explicitly stated in the Sponsorship Agreement Amendment, nothing contained therein shall be construed as conferring on the Sponsor any right or interest in or to the service marks or trademarks of the other party or its affiliates or subsidiaries.

All rights to all program content will be retained exclusively by Grantee, and Sponsor acknowledges and agrees that all program content held by Sponsor will be returned or destroyed at the termination of this Agreement.

### **CONFIDENTIAL INFORMATION.**

Any information clearly marked or otherwise identified as "Confidential" relating to the products, business, marketing plans, and policies of the Center for Workforce Inclusion and its Senior Community Service Employment Program shall be deemed to be confidential and proprietary information of the Center and the exclusive property of the Center. It is agreed that the existence of this Agreement and all information about its terms shall be considered to be Confidential. During and after the Term, you agree not to use any such confidential and proprietary information provided during the Term for any purpose other than in furtherance of this Agreement and not to disclose such information to any third party without the prior, written consent of the disclosing party unless such information becomes public through no actions of the receiving party. You agree to return all such confidential and proprietary information to the Center or the SCSEP upon the expiration or earlier termination of this Agreement. This provision shall survive the expiration or earlier termination of this Agreement.

### **ASSIGNMENT.**

You may not assign this Agreement, or any part hereof, to any third party without prior written consent of the Center.

### **INJUNCTIVE RELIEF.**

It is hereby acknowledged that the services to be performed and the rights granted hereunder are of a unique character, and that, accordingly, no remedy at law for damages is adequate to compensate for breach of the provisions set forth herein, and the Center shall be entitled to seek temporary or injunctive relief against such breach, without the necessity of proving actual damages. The award of permanent or temporary injunctive relief shall in no way limit any other remedies to which any party may be entitled as a result of any such breach.

## **Center for Workforce Inclusion, Inc. (Center)**

### **GOVERNING LAW.**

This Agreement shall be governed by and construed in accordance with the laws of the state of Maryland.

### **FORCE MAJEURE.**

Neither party shall be liable for any delay or failure in performance of any party of this Agreement from any cause beyond its control and without its fault or negligence, such as acts of God, acts of civil or military authority, current laws and regulations and changes thereto, embargoes, epidemics, war, terrorist acts, riots, insurrections, fires, explosions, earthquakes, nuclear accidents, flood, strikes, power blackouts, volcanic action, pandemics, other major environmental disturbances unusually severe weather conditions, inability to secure products or services of other persons or transportation facilities despite the party's reasonable best efforts to secure such, or acts or omissions of transportation or telecommunications common carriers.

### **WAIVER, SEVERABILITY, & ENTIRE AGREEMENT.**

- a. The failure of Us at any time or times, to demand strict performance of any of the terms, covenants, or conditions set forth herein shall not be construed as a continuing waiver or relinquishment thereof and either may at any time demand strict and complete performance by the other said terms, covenants, and conditions.
- b. The unenforceability or invalidity of any term, provision, section, or subsection of this Agreement shall not affect the validity or enforceability of any remaining terms, provisions, sections, or subsections of this Agreement, but such remaining terms, provisions, sections, or subsections shall be interpreted and construed in such a manner as to carry out fully the intention of the parties hereto.
- c. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereto and cannot be altered or modified except by an agreement in writing signed by both parties. The parties (or any of its employees) to this Agreement shall be not be considered a partnership, joint venture, or employer-employee relationship shall be attributed to or arise from this Agreement. There is not joint employer relationship. Upon its execution (in counterpart or otherwise), this Agreement shall supersede all prior negotiations, understandings, and agreements, whether oral or written, with regard to the subject matter hereto, and such prior agreements shall thereupon be null and void and without further legal effect.

### ***Termination and Cancellation***

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- a. Grantee shall have the right to terminate this Agreement immediately upon 30 day written notice if:  
(i) You refuse to fulfill any of your obligations hereunder or (ii) You make public remarks or internet social media postings disparaging any individual or group that impairs the marketability of the Grantee's product or services, or the Senior Community Service Employment Program.
- b. If You default in the performance of any of your material obligations hereunder and such default is not cured nor progress made to the Center's satisfaction after notice of such default is given; or if You becomes insolvent, or if a petition under any bankruptcy act shall be filed by or against You that is not dismissed within 60 days thereafter, or You execute an assignment for the benefit of creditors, or if a receiver is appointed for the assets of either party, or if either party takes

**Center for Workforce Inclusion, Inc. (Center)**

advantage of any insolvency or any other like statute (each, an "Event of Default"), then Grantee may, in addition to any and all other rights which it may have, terminate this Agreement by giving a notice to You at any time after the occurrence of an Event of Default.

- c. If Grantee determines that you or your agents are not complying with the provisions in this Agreement, we can cancel this Agreement. If we decide to cancel this Agreement, we will provide you with 30 days written notice.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date appearing on the second page of this Agreement, upon which date this Agreement becomes effective retroactive on July 1, 2021. Any individual executing this Agreement on behalf of any party hereto does hereby represent and warrant that such execution is made with full authority and that such party is bound by the terms hereof.

**Centralina Regional Council**

By

\_\_\_\_\_  
(Signature)

Name

Geraldine Gardner  
(Print)

Executive Director  
(Title)

9/9/21  
(Date)

ggardner@centralina.org  
(Email Address)

**Center for Workforce Inclusion, Inc.**

By

\_\_\_\_\_  
(Signature)

Name

Gary A. Officer  
President and CEO  
Center for Workforce Inclusion, Inc.

\_\_\_\_\_  
(Date)

**Center for Workforce Inclusion, Inc. (Center)**

**PY2021 SCSEP Performance Goals  
Summary Sheet**

**1. Service Level/Number of eligible individuals served**

160% x your number of modified authorized positions

**PY2021 Goal = 160%**

**2. Community Service Hours (in the aggregate of community service employment)**

Hours in the aggregate of community service employment compares the total number of hours of community service provided by each SCSEP grantee to the number of community service hours funded by the grant.

**PY2021 Goal = 80.2%**

**3. Most-in-Need**

Counts the total number of the most-in-need characteristics for all participants enrolled from July 1 and divides by the total number of participants served by June 30<sup>th</sup>.

**PY2021 Goal = 3.0**

**4. PY21 Center Unsubsidized Placement Goal**

35% x your number of modified authorized positions

**5. Exiters Employed in Q2 after their exit**

The percentage of project participants who are in unsubsidized employment during the second quarter after exit from the program.

**PY2021 Goal = 42%**

**6. Exiters Employed in Q4 after their exit**

The percentage of project participants who are in unsubsidized employment during the fourth quarter after exit from the program.

**PY2021 Goal = 37%**

**7. Median Earnings**

The median earnings of project participants who are in unsubsidized employment during the second quarter after exit from the project

**PY2021 Goal = \$3,500**

**8. Spend 100% of Participant Wages and Fringe Benefits (PWFB) by June 30, 2022**

**9. Achieve 85 ACSI score on Participant Satisfaction via annual Participant Satisfaction Surveys**

**10. Achieve 83 ACSI score on Host Agency Supervisor Satisfaction via annual Host Agency Satisfaction Surveys**

**11. Achieve 86 ACSI score on Employer Satisfaction on Employer Surveys**

## Assurances and Certifications

July 1, 2021 – June 30, 2022

Without your acceptance of the Assurances and Certifications contained in this section, a subgrantee may not be awarded a grant. In performing its responsibilities under this grant, the subgrantee hereby certifies and assures that it will fully comply with the following:

**A. ASSURANCES — NON-CONSTRUCTION PROGRAMS. NOTE:** Certain of these Assurances may not be applicable to your program. If you have questions, please contact the Center for Workforce Inclusion, Inc.

1. Has the legal authority to apply for Federal Assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

### **Center for Workforce Inclusion, Inc. (Center)**

(h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508, and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subAgreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system

**Center for Workforce Inclusion, Inc. (Center)**

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and “Audits of States, Local Governments, and Non-Profit Organizations.”

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

**B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS — PRIMARY COVERED TRANSACTIONS.**

The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B)(2) of this certification; and,
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

### **Center for Workforce Inclusion, Inc. (Center)**

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### **C. CERTIFICATION REGARDING LOBBYING — CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS.**

By accepting this Grant, the subgrantee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative Agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative Agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative Agreement) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.**

The subgrantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about—
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;



## **Center for Workforce Inclusion, Inc. (Center)**

- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will —
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted —
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), (6).

Subgrantee Number: NC331

Place of Performance: 9815 David Taylor Drive 12th Floor, Charlotte, NC 28262

Check  if there are workplaces on file that are not identified here.

## **E. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE.**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the subgrant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws.

**Senior Service America, Inc.**

- (1) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially-assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The subgrantee also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIOA Title I financially-assisted program or activity, and to all Agreements the grant applicant makes to carry out the WIOA Title I financially-assisted program or activity to the extent that the subgrantee is a American Job Center partner and participates in the American Job Center delivery system. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**F. CERTIFICATION OF NON-DELINQUENCY.**

Please initial the appropriate statement and return to Center:

\_\_\_\_\_ Not Delinquent on any Federal Debt  
(initial)

\_\_\_\_\_ Delinquent on any Federal Debt  
(initial)

**Sponsor Name: Centralina Regional Council**

**Project No.: 331**

**Sponsor Budget Proposal\***

July 1, 2021-June 30, 2022

Sponsor Name:

Project No.:

**FEDERAL SHARE**

<b>Participant Wages</b>	\$ 332,514	
<b>Participant Fringe Benefits</b>		
FICA	25,437	
Unemployment / Disability, if applicable		
Worker's Compensation	3,500	
Physical Exam		
<b>Total Participant Wages / Fringe Benefits</b>		\$ 361,451
<b>Program - Other Costs</b>		
Transportation		
Training	484	
Incidentals		
Subgrantee Staff Cost	15,522	
Other Program Costs	2,162	
<b>Total Program / Other Costs</b>		\$ 18,168
<b>Project Administration</b>		
Subgrantee Staff Cost	\$ 37,865	
Other Admin. Costs		
<b>Total Project Admin.</b>		\$ 37,865
<b>TOTAL FEDERAL SHARE:</b>		<b>\$ 417,484</b>

**NON-FEDERAL SHARE**

Rent		
Staff Salaries & Fringe Benefits	\$ 30,449	
Travel		
Postage & Delivery		
Supplies		
Insurance		
Other		
<b>Total Cash Component</b>		\$ 30,449
Indirect Component	23,252	
<b>Total Indirect Component</b>		\$ 23,252
Host Agency Supervision		
Space		
Other		
<b>Total In-Kind Component</b>		\$ -
<b>TOTAL NON-FEDERAL SHARE:</b>		<b>\$ 53,701</b>

I hereby certify (a.) this budget is true in all aspects; (b.) all non-federal share of costs will be made in accordance with the agreement; (c.) receipts, records, and accounts as required by the agreement and the U.S. Department of Labor rules and regulations will be sufficient to document these costs for which credit is claimed and are available for inspection; (d.) these costs will be from non-federal sources with the exception of general revenue-sharing funds; (e.) these costs will not be claimed on any other federal programs.

Name and Title of Auth. Official	Geraldine Gardner, Centralina Regional Council Executive Director
Signature and Date	9/9/2021

\*AN ELECTRONIC VERSION OF THIS FORM IS AVAILABLE ON THE CENTER WEBSITE (FOR OUR PARTNERS) OR SEND REQUEST TO Finance\_SCSEP\_Subgrantees@workforceinclusion.org

# Sponsor Delegation of Signature Authority\*

July 1, 2021 – June 30, 2022

Sponsor Name: Centralina Regional Council

Project Number: 331

The individuals listed below are authorized to sign on my behalf and / or electronically transmit to Center the following Center SCSEP documents (check those which apply):

Name: Latosha Walker  Report of Costs (SA1)  
Title: Program Coordinator  Report of Non-Federal Costs (SA2)  
Signature: \_\_\_\_\_  Budget Revisions

Name: Tisha Steen  Report of Costs (SA1)  
Title: Staff Accountant  Report of Non-Federal Costs (SA2)  
Signature: Tisha Steen  Budget Revisions

Name: Dominique Sanders  Report of Costs (SA1)  
Title: Accounting Technician  Report of Non-Federal Costs (SA2)  
Signature: Dominique Sanders  Budget Revisions

[Executive Director or Other Authorized Official]

Name: Geraldine Gardner  
Title: Executive Director

Signature / Date

9-9-21

\* AN ELECTRONIC VERSION OF THIS FORM IS AVAILABLE ON THE Center WEBSITE (FOR OUR PARTNERS) OR SEND REQUEST TO [Finance\\_SCSEP\\_Subgrantees@workforceinclusion.org](mailto:Finance_SCSEP_Subgrantees@workforceinclusion.org)

## Sponsor Budget Instructions

July 1, 2021 – June 30, 2022

Below is a summary of key points for July 1, 2021 to June 30, 2022:

- Your SCSEP Sponsor Agreement specifies:
  - The minimum amount which you must spend on participant wages and fringe benefits (PW/FB), and
  - The maximum amount you will be reimbursed for administrative expenses.
- If you do not spend at least the PW/FB amount specified in your Sponsor Agreement, your administrative and program/other reimbursements may be reduced proportionately.
- The mileage reimbursement for privately owned vehicles is \$.560 per mile or your organization's rate.
- Report of Costs (SA1) and Report of Non-Federal Costs (SA2) are available for processing and submission online on the Center website (see "For Our Partners").
- Current finance-related forms (Sponsor Budget Proposal, Delegation of Signature Authority, Sponsor Bank Information) are available in electronic versions on the Center website (see "For Our Partners") or by contacting the Center finance department at [Finance\\_SCSEP\\_Subgrantees@workforceinclusion.org](mailto:Finance_SCSEP_Subgrantees@workforceinclusion.org).
- Full information about Center SCSEP finance procedures can be found in Center's SCSEP Policy and Procedure Manual, Part 10, "Program Finance Procedures."

### SCSEP Costs Classification

SCSEP regulations classify and explain the costs which may be charged to the grant. The final regulation requires that all costs be classified and recorded as either program costs or administrative costs. Center sponsors are required to have in place systems to facilitate this record keeping and prepare cost reports using these categories.

### Program Costs

- Program costs include, but are not limited to, the costs of the following functions:
  - Participant wages and fringe benefits, consisting of wages paid and fringe benefits provided to participants for hours of community service assignments;
  - Outreach, recruitment and selection, intake, orientation, assessment, and preparation of IEPs;
  - Participant training provided on the job, in a classroom setting, or utilizing other appropriate arrangements, consisting of reasonable costs of instructors' salaries, classroom space, training supplies, materials, equipment, and tuition;
  - Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
  - Participant supportive services.

## Sponsor Budget Instructions

July 1, 2021 – June 30, 2022

### Administrative Costs

- The costs of administration are the costs associated with:
  - Performing overall general administrative and coordination functions, including:
    - Accounting, budgeting, financial, and cash management functions;
    - Procurement and purchasing functions;
    - Property management functions;
    - Personnel management functions;
    - Payroll functions;
    - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
    - Audit functions;
    - General legal services functions; and
    - Developing systems and procedures, including information systems, required for these administrative functions.
  - Oversight and monitoring responsibilities related to administrative functions;
  - Costs of goods and services used for administrative functions of the program;
  - Travel costs incurred for official business in carrying out administrative activities or the overall management of the program; and
  - Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.

Personnel and related non-personnel costs of staff who perform both administrative functions and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives / categories based on documented distributions of actual time worked or other equitable cost allocation methods.

### Allowable SCSEP Costs

#### Participant Wages

Sponsors should monitor spending levels throughout the year to effectively utilize all budgeted funds. Expenses exceeding the approved budget may not be reimbursed unless there is an agreed upon budget modification.

Sponsors with participants assigned to project administration who must be reassigned during the program year due to durational limit on assignment may be given permission, upon request, to use extra hours to assist with training replacements if necessary. Prior written approval is required from the National SCSEP Director (or designee), and depends on the availability of funds. Unauthorized use of extra hours is not permitted.

Participants' time sheets should not be submitted, approved, or dated prior to the last day of work in the pay period.

## Sponsor Budget Instructions

July 1, 2021 – June 30, 2022

### Fringe Benefits

**FICA:** The FICA rate (employer's share) is currently 7.65% inclusive of 1.45% for Medicare. Sponsors who do not claim FICA costs must deduct 1.45% for Medicare.

**Unemployment and/or disability insurance** costs will be reimbursed only in cases where sponsors are required by state law to provide such insurance.

**Worker's Compensation** insurance must be in force over the entire grant period. Self-insured plans will be reimbursed for actual expenses up to what a normal commercial policy would have cost. A full discharge of all current and future liabilities is expected on all self-insurance plans. Self-insured sponsors must classify participants in accordance with their job descriptions and apply state classification rates in order to allow comparison between self-insurance costs and a commercial contract.

**Physical Examinations:** Each participant shall be offered the opportunity to take a physical examination annually - obtained from local resources at low or no cost whenever possible. Maximum reimbursement by Center for a physical examination is \$75.

### Program / Other — Transportation

Reasonable costs of participant transportation (to training, or to supportive services, for example) may be paid and is a reimbursable project expense.

Transportation expenditures should be for the purpose of providing a benefit to participants. They are not to be used to support other programs or services.

Cost of transportation to participant meetings is reimbursable and should be charged to Training.

### Program / Other — Training & Incidentals

**Training.** Sponsors may pay reasonable costs for skills training, classroom instruction, lectures, seminars, individual instruction as well as other types of training. Sponsors are encouraged to obtain training through locally available resources, including host agencies, at no cost or reduced cost to the program. Specialized training and on-the-job-experience (OJE) must be approved by Center prior to implementation. Stand alone job search activities or job clubs are not permitted.

Costs for participant meetings would include, for example, costs of meeting rooms, transportation of participants to and from such meetings, and other allowable costs related to the meetings.

**Incidentals.** Expenses may be charged for work-related items necessary for a participant's participation in the program only when they cannot be obtained free of charge from local resources. Examples are work shoes, badges, uniforms, safety glasses, or tools. Costs for mandatory criminal / background and / or fingerprint tests should be charged to this category.

### Project Administration

The Sponsor Agreement specifies the maximum amount a sponsor will be reimbursed for administrative expenses. If sponsor does not expend at least the PW/FB amount specified in the Sponsor Agreement, the related administrative and program/other reimbursements may be reduced proportionately.

If you do not intend to allocate funds to Project Administration, the funds will remain part of your budget and can be used for participant wages and fringe benefits or Program/Other expenses.

## Sponsor Budget Instructions

July 1, 2021 – June 30, 2022

A special note regarding equipment: Written approval from Center is required prior to purchasing any equipment which costs \$5,000 or more per unit and has an estimated useful life of one year or more. Due to the DOL regulations regarding equipment purchases, there is no flexibility regarding the necessity for prior written approval.

### Insurance Coverage

The following insurance must be in force for all sponsors. Sponsors are required to send a certificate of insurance to Center showing that the insurance is in effect for the term of the sponsor Agreement. The certificate should name "Senior Service America, Inc. additional insured as their interest may appear."

Insurance Coverage Required:

- Worker's Compensation
- Employment Practices Liability
- Business Automobile
- Commercial General Liability

Sound business practices should be followed in obtaining adequate insurance coverage.

Insurance certificates can be sent as PDF documents to [Finance\\_SCSEP\\_Subgrantees@workforceinclusion.org](mailto:Finance_SCSEP_Subgrantees@workforceinclusion.org) or fax to 301.578.8969.

### Single Audit

Sponsors are subject to audit requirements set forth in 2 CFR 200, Uniform Grants Guidance. Sponsors may charge a proportionate share of single audit expenses to Project Administration. The proportionate amount is determined by comparing Center's share of federal funding to total federal funding.

### Reimbursement of Expenses / Advances / Bank Account Information

Sponsors must request for reimbursement of program costs by completing a Report of Costs found on the *Report of Costs/SA1 Webtool*. The line items of cost on the form conform to the project sponsor's budget.

If advances of funds are necessary, sponsor is required to minimize the time between drawdown of funds and their disbursement.

Report of costs is due 30 days after the end of each month.

A separate bank account for Center funds is not required if the recipient is able to effectively account for the receipt and expenditure of funds. If in Center's opinion a sponsor has an unacceptable system of financial management or internal control, Center reserves the right to require a separate account for Center SCSEP funds.

If advances provided by Center are held in a separate bank account, interest on that account up to \$500 annually may be retained by the sponsor for SCSEP administrative expenses. Interest in excess of \$500 must be remitted annually to the U.S. Department of Health and Human Services (DHHS). If you have received interest in excess of \$500, the excess must be sent by a separate check to Center so that we can return the funds to DHHS. Center will transfer funds to one bank account specified by sponsor. If we have your bank information on file, you do not have to resubmit your information. Center will transfer funds to your currently designated account unless we are advised otherwise.

Instructions to establish or change bank account information should be sent to Rosemary Schmidt, Controller. To provide Center with your bank account information, use the SCSEP Sponsor Bank Information Form available on the Center website (see "For Our Partners") or by contacting the Center finance department at



## Sponsor Budget Instructions

July 1, 2021 – June 30, 2022

[Finance\\_SCSEP\\_Subgrantees@workforceinclusion.org](mailto:Finance_SCSEP_Subgrantees@workforceinclusion.org).

To request reimbursement and/or advances, submit a Center Report of Costs on the *Report of Costs/SA1 Webtool*. Requests for funding must be received at Center Finance Department at least 5 business days prior to the date funds are needed.

### Non-Federal Share of Costs

Non-federal costs are non-federal economic resources that provide identifiable and measurable assistance toward the accomplishment of program objectives. Non-federal costs can be broken down into three categories:

- Cash component is monies from non-federal sources the sponsor expends in support of the program. This might include, but is not limited to, the project director's salary and fringe benefits, the cost of general liability insurance and rent paid for either the premises or meeting rooms if paid in cash, and other costs such as travel, supplies, postage and delivery.
- Indirect is the amount of overhead paid by the sponsor and distributed based on an approved distribution plan.
- In-kind costs are the value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the project sponsor and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kind costs are donated or discounted professional services, space charges, meeting space, telephone, and transportation.

Any excess of non-federal funds the sponsor assigns to Center for Center's determination of whether the excess shall be used to support the program. Such excess is not part of the sponsor's unreimbursable non-Federal match requirement and is not a donation within the meaning of 2 CRF 200, Uniform Grants Guidance.

### Reporting Non-Federal Costs

Use the Center Report of Non-Federal Costs found on the *Report of Costs/SA2 Webtool* to report non-federal costs and should be filed 30 days after the reported month.

Costs-to-date shown on the Report of Non-Federal costs should agree with the booked amount of non-federal cost incurred and must be traceable throughout the record-keeping system.

When utilizing host agency supervision as in-kind non-federal match, the sponsor must keep a current list of host agencies used and the number of hours of supervision provided to participants.

### Closeout of Grant / Final Report of Costs

At the conclusion of the program year, a closeout package will be sent to sponsors specifying certain required closeout document and filing requirements. At that time, a final, signed statement of Federal and non-federal costs must be submitted to Center. Center will promptly pay all final claims due to the sponsor organization.

### Fiscal Reviews

Sponsors are required to maintain records and source documents for review by Center representatives. All records and source documents should be readily available. Sponsors who contract with ADP, or similar firms or banks to process payrolls, must make arrangements with these organizations to provide proof of direct deposit or canceled checks as needed for the fiscal review. Federal regulations require that grant recipients support accounting records with reliable source documentation such as canceled checks or other proof of disbursement, paid invoices or contracts or subcontracts awarded.

## *Sponsor Budget Instructions*

July 1, 2021 – June 30, 2022

### **On-Site Fiscal Reviews Required for Project Sponsors Not Subject to the A-133 Single Audit Requirement**

Each program year, Center fiscal staff conducts on-site fiscal reviews of project sponsors not subject to the Single Audit Requirement. In addition to the fiscal monitoring activities noted in Section 1200-A (above), Center fiscal staff will also monitor the project sponsor's Other Program Costs and Administrative Costs.

Note: The Uniform Guidance referred to above is available at: <http://www.ecfr.gov>

## SCSEP Participant Profile Form & Instructions

### Participant Profile Requirements

Each sub-grantee is required to provide one Participant Profile per program year to the Center. A Participant Profile includes the following items:

1. One completed interview in writing or via video. (form available on SCSEP Partners' Page)
2. One release form signed by the participant. (form available on SCSEP Partners' Page)
3. Two photos of the participant adhering the standards outlines in the profile directions. (form available on SCSEP Partners' Page)

### Interview Form Format for Submission to the Center:

- Sub-grantee Organization:
- Sub-grantee Contact Name:
- Sub-grantee Contact Email Address:
- Participant Name (only first name and last initial will be used):
- Participant Age:
- Is the Participant a Veteran or qualified spouse of a Veteran? Yes/No
- Is the Participant a formerly incarcerated job seeker? Yes/No
- Please complete at least one of the following statements:
  1. The SCSEP program is important to me because...
  2. Through the SCSEP program, I have learned...
  3. An employer should hire me because...

## SCSEP Marketing Waiver Form

Your Organization:

Contact Name:

Contact Email Address:

Check the box(es) below for the Sponsor Agreement requirements for which you are requesting a waiver. Provide your explanation below each request. Use additional pages as needed.

- Include the approved statement and the Center logo on the SCSEP page(s) of your organization's website

We cannot comply with this requirement because:

- Follow the Center social media accounts on Facebook, Twitter, and LinkedIn.

We cannot comply with this requirement because:

- Participate in social media campaigns related to:
- National Employ Older Workers Week
  - Older American's Month

We cannot comply with this requirement because:

- Tag the Center in any SCSEP-related social media posts made by your organization

We cannot comply with this requirement because:

- Provide one completed Participant Profile per fiscal year. A completed Participant Profile.

We cannot comply with this requirement because:

Subgrantee Signature \_\_\_\_\_

Job Title: Executive Director

Date: 9-9-21

Center for Workforce Inclusion Use Only

Waiver request approved  not approved

Comments:

Signature:

Date:

**Center for Workforce Inclusion, Inc.**

***Sponsor Counties to be Served***

**July 1, 2021 - June 30, 2022**

**Centralina Regional Council**

**Project No. 331**

You are authorized to serve the counties listed below. Next to each county is the number of authorized positions. A modified position is the basis for calculating the following: the number of participants served; the number of participants who must transition to unsubsidized employment; and other performance goals specified in your SCSEP Sponsor Agreement.

Mecklenburg County - North Carolina	44
Union County - North Carolina	5
<b>Total Authorized (2 counties)</b>	<b>49</b>
<b>Total Modified</b>	<b>49</b>



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 2**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 8, 2021	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	5 minutes (if needed)			
<b>Presenter at Meeting:</b>	Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Administration</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
Staff requests the Board's approval of a one-year managed information technology (IT) services agreement with Brightflow Technologies in the amount of \$71,400.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Since 2017, Centralina has been contracting with Brightflow Technologies for managed IT services. The organization originally had a month-to-month service plan with the company for a monthly fee of \$3,500. In 2020, the Executive Board approved a one-year expanded services agreement due to Centralina's frequent need to utilize additional helpdesk support hours that often resulted in monthly charges well above the original plan's fee.</p> <p>Centralina would like to renew the one-year service agreement with Brightflow. The cost of this plan is \$71,400 per year, or \$5,850 per month.</p>						
<b>Requested Action / Recommendation:</b>						
<i>Motion to approve the FY22 managed IT services agreement with Brightflow Technologies in the amount of \$71,400.</i>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	The amount of this one-year contract is \$71,400.					
<b>Attachments:</b> <i>(none or list)</i>	Fully Managed IT Contract					





**CENTRALINA**  
REGIONAL COUNCIL

# Fully Managed IT For

*Centralina  
Regional Council*

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DELIVERED ON:  
AUGUST 24, 2021

SUBMITTED BY:  
BRIGHTFLOW TECHNOLOGIES



# Overview & Goals

Hey

We all know that people are the foundation of any great organization. You wouldn't be where you are today without committed employees and loyal customers. How can you support your staff, retain customers, increase revenue, grow market share, and remain flexible in a changing corporate landscape? Responsive, secure, and advanced IT infrastructure is the best investment you can make - now and for the future.

Keeping up with technological advancements can be overwhelming, and you can't be an expert in everything. You need reliable and trustworthy IT advice, planning, and management services you and your people can depend on. We specialize in:

- Custom IT solutions that build on your current business and IT infrastructure
- High-level security structures that protect you and your customers
- User-focused tools and training that make implementing new systems easy
- Long-term management of IT systems and infrastructure for clients

BrightFlow Technologies focuses on your IT so you can focus on your business growth. Our experienced consultants work with you to guide your technology strategies, helping you align them with your business and process strategies. We provide strategic, architectural, operational, and implementation planning for all your IT needs.

Sincerely,

Brian Mangum



## ACCOUNTABILITIES

BrightFlow Technologies provides a team of expert consultants that matches Centralina Regional Council priorities for growth and innovation, and carries out the activities described above within the agreed-upon time frame.

## CENTRALINA REGIONAL COUNCIL

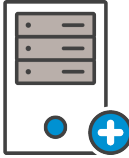
- Assigns a leader within the organization to work with BrightFlow Technologies
- Provides access to senior management as needed
- Provides access to documents, statements, and computer systems as needed
- Works collaboratively in a series of weekly meetings to move the project forward
- Provides a person available on time or access to the building in case of onsite visit is needed.



# Your Monthly Investment


BrightFlow Technologies bills at the beginning of each month for services in the upcoming month. Payment is due on receipt using ACH or CC on file.


DESCRIPTION	PRICE	QTY	SUBTOTAL
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 <p><input checked="" type="checkbox"/> <b>Purchased Server Maintenance With Cloud Backup</b> All support, server monitoring, cloud backups, webroot antivirus security, and helpdesk support included. This covers all 3 virtual machines that are currently on your environment.</p>	\$150	3	\$450 / month
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**Unlimited HOURS (helpdesk included) No billable hours!**

**\*\*After hours & project rates still apply\*\***

 <p><input checked="" type="checkbox"/> <b>BrightNetwork (Included with ELITE)</b> Managed Sophos UTM firewall with web protection, virus protection and more for your full cybersecurity protection at the gateway layer. NO HARDWARE COSTS!!  Managed POE Switch with VLAN tagging.  Managed wireless access points with guest check ins!</p>	\$0	1	\$0 / month
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 <p><input checked="" type="checkbox"/> <b>Fully Managed IT - ELITE</b> Computer monitoring, cloud backups, Antivirus security, unlimited remote helpdesk, email archiving, email security, support included. Email monitoring</p>	\$125	48	\$6,000 / month \$5,400 / month Discount(-10%)
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**\*\*After hours & project rates still apply\*\***

<p><input checked="" type="checkbox"/> <b>CyberSecurity Services</b> Training, Spam Filter, 365 Backup, and Network included</p>	\$48	0	\$0 / month
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<b>Total</b>			<b>\$5,850</b>
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	BASIC	PRO	ELITE
<b>SUPPORT</b>			
Guaranteed Response Times		✓	✓
System Tray Icon	✓	✓	✓
Microsoft & 3rd Party App Updates	✓	✓	✓
Managed Anti-Virus/Anti-Malware	✓	✓	✓
24/7 x 365 Infrastructure Monitoring	✓	✓	✓
Helpdesk Support	\$125 per/hour	5 free hours	✓
Scheduled Onsite Support	SLA Based	\$125 per hour	✓
After Hours Support		\$250 per hour	\$250 per hour
<b>SECURITY</b>			
Password Management System		✓	✓
Dark Web Monitoring	N/A	✓	✓
Simulated Phishing Attack	\$1,495	Monthly	Weekly
Spam Filtering	\$5 per user/per mo.	\$3 per user/per mo.	✓
Managed Firewall and Access Points	\$250 per month	\$150 per month	✓
Vulnerability Scan	\$2,995	Quarterly	Monthly
<b>MANAGEMENT</b>			
IT Documentation	\$150	✓	✓
Monthly Executive Report	\$150	✓	✓
Asset & Inventory Mgt Report	\$150	✓	✓
Weekly Support Report		✓	✓
Vendor Management	\$125 per hour	\$125 per hour	✓
Technology Business Review Meeting		Yearly	Quarterly
<b>TRAINING</b>			
Security Awareness Training	\$250	\$150	✓
End-User Training Program	\$250	\$150	✓
Technology Adoption Session	\$250	\$150	Yearly
<b>SERVICES</b>			
Office365 Business Premium License	\$15 per user/per mo.	\$15 per user/per mo.	✓
Workstation Backup	✓	✓	✓
Web Hosting and Maintenance	\$100 per month	\$50 per month	✓
Office 365 Cloud Backup & Archiving	N/A	\$5 per mailbox/per mo.	✓
Server Maintenance w/ Cloud Backup	\$250	\$200	\$150
BDR as a Service	TBD	TBD	TBD
Server Hardware as a Service	TBD	TBD	TBD
<b>PER USER/PER MONTH</b>	<b>\$60<sup>45</sup></b>	<b>\$85</b>	<b>\$125</b>

# Why BrightFlow Technologies?

At BrightFlow Technologies, we appreciate the trust you put in us when you hand us the keys to your IT kingdom. We've earned that trust from hundreds of clients in dozens of industries, and we know we can earn it from you.

Our consultants are strategic thinkers with years of experience in both IT and business. We do our homework, and make sure we understand your business goals before working with you to set technology goals.

Our specialty is custom-made solutions for how you work, sell, and grow. We think this is important, because at the end of the day, IT is about people, not computers.



## Charlotte's IT Support Just Got Brighter

BrightFlow only hires technical minds that love to help people first. BrightFlow prides itself on building a long term relationship. We will never talk down to you and we will always provide solutions that abide with your strategy.

Partnering with us means you can expect second-to-none IT solutions, powerful telecommunication systems, and a customized website -- all of which allow your business to shine brighter than the competition.



# Our Leadership



**BRIAN MANGUM, OWNER**

Brian is the owner of BrightFlow. He has 3 children and regularly serves at his home church ; Team Church. Brian got tired of the "old" way that IT companies were doing things. He is interested in the relationship more than the dollar. Brian loves hiking and comedy.



**NICK BENIGNO, SENIOR NETWORK ARCHITECT**

Nick is the brightest person we have ever met. There is not a problem that he can't fix. If you get Nick involved on a support ticket, you know that you have some trouble. Nick has 2 children and loves documentaries - especially about history.



**SEAN CLARK, VP OF SALES**

Sean brings 15 years of customer service experience to Brightflow. He is originally from Maine and attended the University of Maine at Orono for Computer Engineering. Sean's hybrid approach to engineering and sales makes him the ideal candidate for all your technical sales needs.



# Frequently Asked Questions

## What is covered under this Agreement?

Please check your individual agreement, however as a rule of thumb, everything related to keeping your existing IT environment in tip-top shape is covered.

## Are Projects covered in my Agreement

Unfortunately, we can't cover Project work under your Agreement. These are quoted separately to your ongoing monthly Agreement.

## What are the standard Helpdesk Hours?

Our helpdesk is available 8am – 5:00pm Monday to Friday excluding Public Holidays.

## When is After Hours Support Available?

Simple, 24x7x365. Whilst we may not be able to respond as fast as we can during business hours, we will always aim to do our best.

## Can I have regular onsite visits?

Absolutely, in fact we encourage every client of ours to have regular visits. Most productivity affecting IT issues go ignored until the IT person "walks past".

## What technologies do you support?

We have in-house experience with loads of different technologies (Microsoft, Apple, Google, Wordpress, VoIP, and much more.

## How is pricing managed?

As most of our pricing is based on a per user basis, we work out each quarter whether there is more or less staff and modify the agreement accordingly.

## Is the Cloud useful for my business?

We strongly believe a "Hybrid Approach" is currently the best approach to utilizing Cloud technologies. A mixture of onsite and offsite infrastructure works for most businesses.

## How long is the Agreement for?

Typically most service agreements are 12 months, however the general rule of thumb is that we want clients that want us. So you ever get tired of us, just let us know and we will cancel. No questions asked.





## Can I cancel my Agreement?

Absolutely, if we break any part of our agreement you have grounds to cancel your agreement with us and walk away at any time. The liability to wow you is on us.





# Guranteed Response Times

PRIORITY	EXAMPLE	RESPONSE GUARANTEE	RESPONSE TARGET
 <b>Critical</b>	Entire Company Offline (Call Us!)	1 Hour	15 Mins
 <b>High</b>	Department Offline (Call Us!)	2 Hours	1 Hour
 <b>Medium</b>	User PC Offline	4 Hours	2 Hours
 <b>Low</b>	New User Setup/Maintenance	8 Hours	4 Hours

# Fixed Fee Agreement

## UNLIMITED REMOTE HELPDESK



A friendly Charlotte, NC based Helpdesk where you can call or email for all your IT issues.

## ONLINE SUPPORT



Friendly onsite engineers available for any IT assistance you might need from desk moves to new server installs.

## VENDOR MANAGEMENT



We can act on your behalf with your IT vendors (e.g. software vendors, multi-function printers and more).

## REGULAR CIO MEETINGS



A regular quarterly catch up with your Account Manager to budget and plan for the future.

## FIXED FEE COSTS



Imagine being able to know your IT costs well in advance. Makes for easy budgeting right?

## EXECUTIVE REPORTING



You will receive a monthly easy to read IT Executive Report with metrics that matter.

## AFTER HOURS SUPPORT



We have 24/7/365 support available for those critical after hours emergencies.

## 24/7/365 MONITORING



Our Helpdesk continually monitors for issues that could affect your network and proactively works on them.



## Terms

This Agreement between Centralina Regional Council herein referred to as Client, and BrightFlow Technologies (BFT) is effective upon the date signed and shall remain in force for one years starting October 1st. Additions can be made to this contract at any time. The total cost will be no less than \$71,400 annually.

1. This Agreement may be terminated by the Client or by BFT for any reason within the first 60 days.
2. This Agreement may be terminated by the Client anytime if BrightFlow
  1. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
  2. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
  3. If either party terminates this Agreement, BFT will assist in the orderly termination of services, including transfer of services to another provider. Client agrees to pay BFT the actual costs of rendering such assistance.

## Coverage

All services will be provided to the Client during the hours of 8:00 am – 5:00 pm Monday through Friday (excluding public holidays). Network and Server Monitoring will be provided to the Client by BFT through remote means 24/7/365. Hardware costs of any kind are not covered under the terms of this Agreement.

## Support and Escalation

BFT will respond to Client's "Trouble Tickets" within four (4) hours for non-emergency issues and within one (1) hour for emergency issues. Trouble Tickets can be opened by email, phone, or through BFT's client portal. Each call will be assigned a Trouble Ticket number for tracking.



### **Service outside Normal Working Hours**

Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding public holidays, shall be subject to an after hour rate of \$250 per hour.

### **Limitation of Liability**

In no event shall BFT be held liable for indirect or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other cost

### **Equipment Covered**

BFT will provide monitoring, maintenance, helpdesk support, central services, network administration, and virtual CIO services for the Client's office. This agreement covers existing computers, servers, networking equipment, for the amount of users listed in the quote above.

### **Hardware/System Support**

BFT shall provide support for currently installed hardware and software, provided that all hardware is covered under a currently active vendor warranty; or replaceable parts be readily available, and all software be genuine and vendor-supported. Software patching is included. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required in order to resolve any issues, these will be discussed with the Client and passed on to the Client. Installation of new hardware and software is included in this agreement

### **Monitoring and Reporting Services**

BFT will provide ongoing monitoring of all critical devices. BFT will provide monthly reports as well as document critical alerts, scans, and event resolutions to Client. Additional reports (asset, licensing, etc...) can be provided at Client's request (at no additional charge).



## ***Technology Business Reviews***

BFT will schedule annual business reviews (if the Client chooses) with the Client to discuss the state of their current IT infrastructure, upcoming IT developments, and future technology plans of the Client. BFT Systems will assist in developing an IT budget to meet the Client's future growth projections.

## **Excluded Services**

Service rendered under this Agreement does *not* include:

1. The cost of any parts, equipment, or shipping charges of any kind.
2. The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind (unless specifically stated in this contract). Antivirus and Antispyware software is included in this agreement.
3. The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees.
4. Programming (modification of software code)
5. Installation of new hardware or new software (e.g. line-of-business application).
  1. Except for HaaS machines

## **Confidentiality and Non Compete**

BFT and its agents/employees will not use or disclose Client information, except as necessary to or consistent with providing the contracted services, and will protect against unauthorized use.

The Client agrees that without written consent, at all times while Client is employing the services of BFT and for twelve (12) months after the contract period terminates, the Client will not solicit, hire, retain (including as a consultant) any employee or contractor of BrightFlow or any former employee who has left employment or contract within twelve (12) months prior to such hiring.



# Signature

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
5. If you'd like to speak to us by phone, don't hesitate to call 704-893-8445x2727

 SIGNATURE  
Finance@Centralina.org

-----  
Geraldine Gardner, Centralina Regional Council





# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 3**



**Executive Board Virtual Meeting Minutes  
June 9, 2021**

<b>Officers Present</b>	<b>Board Members Present</b>	<b>Board Members Not Present</b>	<b>Centralina Staff and Guests Present</b>
Bobby Compton, Chairman Jay McCosh, Vice Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Karen Alexander Peter Ascitutto Deloris Chambers Cathy Davis Larken Egleston Bill Feather Corinthia Lewis-Lemon Christine Poinsette Elaine Powell Lynn Shue Amelia Stinson-Wesley David Williams	Gene Houpe Bob Hovis Pedro Morey Troy Selberg Jennifer Stepp	Christina Danis Geraldine Gardner Linda Miller Michelle Nance Sherika Rich Denise Strosser Kelly Weston Venecia White  <b>Guests</b> Keith Bell, Cushman & Wakefield Leslie Mazingo, Strategics Consulting Piers Wates, Cushman & Wakefield

**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. FY22 NC Department of Aging and Adult Services Funding Allocations**
- 2. Personnel Policies and Procedures Update**
- 3. FY21 Budget Amendment**
- 4. Finance Committee Authorization**
- 5. Approval of the April 14, 2021 Executive Board Meeting Minutes**

Treasurer William Morgan, City of Statesville, made a motion to approve the Consent Agenda. Council Member Larken Egleston, City of Charlotte, seconded the motion and it carried unanimously.

**6. Centralina Office Space Update**

Geraldine Gardner, Executive Director, explained that because Centralina's lease at 9815 David Taylor Drive is up in March 2022, the organization is considering the option to renew the lease or move to another location in the University area. She presented an overview of

the process to date, noting that Centralina has engaged real estate broker Cushman & Wakefield.

Keith Bell, Cushman & Wakefield, presented an overview of the current commercial real estate market in Charlotte, noting that Centralina's search focused on the University submarket because it is one of the city's lowest-priced markets.

Piers Wates, Cushman & Wakefield, presented information on the cost, square footage, and amenities of four office locations under consideration.

Ms. Gardner presented next steps for the process, including assembling a staff committee, visiting the four sites, and conducting a staff survey. She noted that at its September meeting, the Executive Board will receive a longer presentation and a proposed recommendation to consider for approval.

In response to a question from Vice Chairman Jay McCosh, Town of McAdenville, Ms. Gardner noted that she, Finance Director Denise Strosser and Human Resources and Operations Manager Venecia White visited 10 sites before narrowing the options down to the four presented.

In response to a question from Mayor Bill Feather, Town of Granite Quarry, Ms. Gardner explained that Centralina was not considering buying permanent office space, adding that there are not many locations in the University area available for purchase. She noted that staff can explore the purchase option at the Executive Board's direction.

Mr. Bell added that purchasing space is a good option when seeking a permanent location. He noted that leasing allows the organization to adjust its space as staffing needs change.

In response to a question from Treasurer Morgan, Ms. Gardner explained that Centralina staff will not telework entirely, so the organization is still in need of the amount of square footage proposed.

Commissioner Elaine Powell, Mecklenburg County, suggested considering amenities for hosting meetings, such as parking availability and restroom proximity.

Council Member Egleston noted that there are a lot of amenities in the University area such as the light rail, adding that such investments will continue to increase.

In response to questions from Commissioner Lynn Shue, Cabarrus County, Ms. Gardner explained that the current office is big but not terribly efficient. She noted that upfront moving costs may be more, but in the long run Centralina may end up paying for more space than needed if the organization remains at the current location.

Chairman Compton asked that Ms. Gardner keep the Finance Committee informed about the status of the process.

In response to a question from Council Member Amelia Stinson-Wesley, Town of Pineville, Ms. Gardner noted that the proposed location closest to the light rail would allow Centralina staff to travel to and from Uptown Charlotte for meetings as well as travel further north into Cabarrus County on the Blue Line.

## **7. Federal Relations Update**

Leslie Mazingo, Strategics Consulting, noted the May 2021 performance report in the agenda packet. She shared federal updates, noting that Centralina submitted a Congressionally Directed Spending Request to Senator Tillis' office for the regional Intelligence Transportation



Systems plan. She also noted that the President submitted his budget proposal to Congress, adding that some of its priorities include racial and social equity, climate change, and sustainability. She further noted that the proposal includes the American Jobs Plan and the American Families Plan.

Commissioner Powell noted that Mecklenburg County has shovel-ready stream restoration projects and offered her assistance in advocating for funding allocations for stormwater projects and greenways in the American Jobs Plan.

Treasurer Morgan made a motion to accept the Strategics Consulting performance report for May 2021. Secretary Jarvis Woodburn, Anson County, seconded the motion and it carried unanimously.

### **8. Centralina FY22 Workplan Approval**

Ms. Gardner presented an overview of the FY22 workplan. She explained that Centralina will continue its progress on seven strategic goals and has added preparing a new strategic plan for FY23-25 as an eighth goal. She explained the member engagement process and the input received, adding that the workplan balances strategic goals, member needs, department innovations, and emerging conditions. She noted that based on the input received, the top needs for local government support include grants support, state and federal advocacy, Centralina Learns, American Rescue Plan Act administration and support, Census 2020 redistricting, and community development technical assistance. She presented highlights from the workplan related to regional coordination, supporting local governments, innovative service delivery, and operations.

Chairman Compton noted that the Centralina bylaws allow the Chair to establish ad hoc advisory committees. He added that although the Executive Board and Board of Delegates will be involved throughout the strategic planning process, there is an opportunity to create a subcommittee to provide guidance on plan development and facilitate engagement by other Delegates, member governments, and stakeholders. He explained that this subcommittee's responsibilities will include attending events and meetings related to the strategic planning effort; facilitating invitations to key stakeholders and encouraging involvement; engaging with other Delegates to obtain feedback on emerging goals and recommendations; and providing feedback to staff on emerging goals and recommendations.

Mayor Feather made a motion to approve the FY22 Centralina Regional Council Workplan and to establish a new subcommittee of the Board of Delegates to guide strategic planning for FY22. Commissioner Shue seconded the motion and it carried unanimously.

### **Comments from the Executive Board and Centralina Staff**

There were no comments.

### **Comments from the Executive Director**

Ms. Gardner introduced Christina Danis, Centralina's new Assistant Director of Community Economic Development.

### **Comments from the Chair**

Chairman Compton reminded the Board Members to save the date for the August 11<sup>th</sup> Board of Delegates meeting. He also encouraged the Board Members to save the office relocation materials provided in their agenda packet. He thanked the Board Members and staff who were participating in the meeting while on vacation.

### **Adjournment**

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:19 p.m.



**Executive Board Virtual Special Meeting Minutes  
July 28, 2021**

<b>Officers Present</b>	<b>Board Members Present</b>	<b>Board Members Not Present</b>	<b>Centralina Staff and Guests Present</b>
Bobby Compton, Chairman Jay McCosh, Vice Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Karen Alexander Deloris Chambers Gene Houpe Corinthia Lewis- Lemon Christine Poinsette Elaine Powell Troy Selberg Jennifer Stepp Amelia Stinson- Wesley	Peter Ascitutto Cathy Davis Larken Egleston Bill Feather Bob Hovis Pedro Morey Lynn Shue David Williams	Savannah Cooper Geraldine Gardner David Hollars Hillary Kaylor Narissa Knight Linda Miller Michelle Nance Emily Parker Dominique Sanders Denise Strosser Latosha Walker Kelly Weston Venecia White  <b>Guests</b> Keith Bell, Cushman & Wakefield Piers Wates, Cushman & Wakefield

**Call to Order**

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

Kelly Weston, Clerk to the Board, called roll.

**Moment of Silence**

Chairman Compton called for a moment of silence.

**Amendments to the Agenda.**

There were no amendments to the agenda.

**1. Centralina Office Space Options Presentation**

Geraldine Gardner, Executive Director, explained that the purpose of the special meeting is to inform the Board of the progress in identifying office space options, to present facts and observations for each site option, answer questions and receive input from the Board, and outline next steps in the process. She presented an overview of the attributes Centralina is looking for including, a cost-effective, five-year or seven-year lease; an inviting, well-maintained and professional-looking building with on-site maintenance and janitorial services; an easily accessible location in the University area; a work area with a lot of natural light and modern finishes; flexible meeting spaces; a large, well-equipped training room; and storage space. She presented a recap of the process to date, noting that Centralina is working with Cushman & Wakefield and over the past few months has evaluated the available properties,

including conducting test fits of the square footage, reviewing construction estimates and initiating negotiations. She noted that negotiations will continue through the summer, and she will present a recommendation for the Executive Board to approve at its September 8<sup>th</sup> meeting. She further noted Centralina's current lease requires notice of intent to renew by September 30<sup>th</sup>. She added that she will use feedback from department directors and a staff committee to prepare the recommendation. She noted the three factors she will weigh in developing the recommendation are complete cost, quality of environment, and organization needs. She outlined the staff engagement aspect of the process, which has included regular updates, a survey, and formation of the staff committee.

Keith Bell, Cushman & Wakefield, presented an overview of the locations of the candidate sites. He noted the University area has the lowest rental rates in the Charlotte commercial real estate market. He also presented a comparison of the square footage, amenity space, and parking space for each site.

Piers Wates, Cushman & Wakefield, presented details of the Grove Building 5 site located at 8520 Cliff Cameron Drive. He noted that the office space and large conference room would be on separate floors. He also noted that the office space has windows on three sides, allowing for ample natural light.

Emily Parker, Senior Planner, highlighted the staff committee's feedback from a tour of the Grove Building 5 site. She noted the large windows and natural light were a positive point, but the low ceilings made the space feel smaller than it is. She also noted the large conference room is easily accessible from the parking lot, but the rest rooms are located some distance from the room. She further noted that the office space is smaller than Centralina's current space, which allows for reduced cost and less wasted space, but does not allow room for growth. She added that the location is close to Centralina's current office and has plenty of parking, but it is located at a busy intersection, so entering and exiting the property is challenging.

Mr. Wates presented details of the Resource Square 4 site located at 10735 David Taylor Drive. He noted the large conference room would fit within the office space, adding that there would also be additional unused space for future growth. He also noted the building's ground floor has a resource amenity space with food service, lounge area, conference rooms, and a gym.

Latosha Walker, Senior Community Service Employment Program Specialist, highlighted the staff committee's feedback on the Resource Square 4 site. She noted the space's large windows allow for a lot of natural light, but it feels confined. She also noted that there is room for organizational growth. She added that the reduced square footage lowers costs and wasted space, but the large conference room's location within the office space detracts from the cubicle space. She noted that the staff committee had concerns about visitors having trouble navigating the space, but overall, many of the committee members liked the space.

Mr. Bell explained that Centralina's current location is still under consideration, and a space planner has been working to identify ways to upgrade the space and determine if the best option is to remain at that location. He noted proposed upgrades include new carpet and lighting, additional access card readers, and Americans with Disabilities Act improvements. He noted a site in University Executive Park is also under consideration, adding that the square footage layout is under review.

In response to questions from Secretary Jarvis Woodburn, Anson County, Ms. Gardner noted that Centralina's workforce has remained between 40 to 45 employees for some time, adding that the space plan factors in growth. She noted that the building utilization rate is being

taken into consideration because not all staff members are in the office all the time. She also noted that staff have differing opinions about the location of the large conference room.

In response to a question from Council Member Troy Selberg, Town of Harrisburg, Ms. Gardner noted that she will present a current building utilization report for July 1<sup>st</sup> through September 1<sup>st</sup> at the September 8<sup>th</sup> Executive Board meeting.

In response to questions from Commissioner Gene Houpe, Iredell County, Ms. Gardner noted she is considering the difference between renting space in a professionally managed building versus an owner-occupied building. She added that at the current location she, the Finance Director, and the HR and Operations Manager, spend a lot of time on maintenance and operations issues that would be handled by a management company at a professionally managed building. She noted she will present a full assessment of the current location's advantages and disadvantages at the September 8<sup>th</sup> Executive Board meeting.

Vice Chair Jay McCosh, Town of McAdenville, noted that reducing costs is one reason for the move, adding that this savings could allow Centralina to serve its members better and offer members lower rates on services.

Commissioner Houpe added that knowing what staff recommends will help him make an informed decision.

Vice Chair McCosh noted that after touring the Grove and Resource Square sites, he was impressed with both. He further noted that the Resource Square site has room for growth while the Grove site does not. He added that staff's needs were his key consideration.

Chairman Compton noted that the Grove site's parking lot was difficult to access due to the street's divided medians.

In response to a question from Mayor Karen Alexander, City of Salisbury, Ms. Gardner noted that staff helped develop a list of concerns about the current site, adding that she is in negotiations with the landlord on improvements to address those concerns.

Mayor Pro Tem Deloris Chambers, Town of Badin, added that she is in support of the option that would be most feasible for staff.

In response to a question from Council Member Selberg, Ms. Gardner noted that Centralina will work with its managed IT services provider on an assessment of each candidate site and provide a report during the September 8<sup>th</sup> Executive Board meeting.

Mr. Wates presented a comparison of the financial details for the current site, the Grove, and Resource Square. He noted that despite having the lowest rental rate, the current location is the most expensive due to its square footage. He also presented a comparison of the construction budgets, tenant improvement allowances, project management fees, and other financial incentives.

In response to a question from Council Member Selberg, Ms. Gardner noted that she will explore the possibility of grant funding for the upfit costs.

Mayor Alexander suggested that the cost savings from the reduced square footage could help offset the furniture and upfit costs.

Ms. Gardner added that moving costs will also be factored into the financial analysis.

Secretary Woodburn expressed support for whichever option Ms. Gardner's and staff recommend, adding that he looks forward to hearing their preference at the September 8<sup>th</sup> 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**

There were no comments from the Executive Director

**Comments from the Chair**

Chairman Compton reminded the Executive Board that the Board of Delegates will meet on August 11<sup>th</sup> in a hybrid format with in-person and virtual attendance options.

**Adjournment**

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:06 p.m.



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 4**

### Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 8, 2021	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	15 minutes			
<b>Presenter at Meeting:</b>	Leslie Mozingo	<b>Phone Number:</b>	202-255-5760			
		<b>Email:</b>	<a href="mailto:leslie@strategics.consulting">leslie@strategics.consulting</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
Leslie Mozingo of Strategics Consulting will present an update on Centralina's federal relations efforts, including a performance report of activities for June through August and an annual report of activities for July 2020 through June 2021.						
<b>Background &amp; Basis of Recommendations:</b>						
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.						
<b>Requested Action / Recommendation:</b>						
Motion to accept the Strategics Consulting performance report for June through August and the annual report of federal relations activities for July 2020 through June 2021.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	<ul style="list-style-type: none"> <li>• Goals and Activities for Strategics Consulting: June – August 2021 Report</li> <li>• Federal Relations Annual Report for July 2020 – June 2021</li> </ul>					

## **GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING JUNE – AUGUST 2021 REPORT**

### **Build, maintain and enhance relationships with Members of Congress and the federal agencies**

- Arranged for Senator Thom Tillis to attend Board meeting (Senator's staff attended when the Senator's schedule changed), coordinated details and prepared relevant information for his office.
- Worked to schedule meetings with members of the Centralina Congressional Delegation for delegates, prepared briefing materials and sent in advance of meetings, and participated in meetings.
- Communications with White House Intergovernmental regarding possible participation in future regional meetings.

### **Develop advocacy strategies around the approved Federal Action Plan on regional priorities and implement in coordination with Centralina's management**

- Worked on and submitted Centralina's Congressionally Directed Spending request for Senate offices; followed up on House Transportation and Infrastructure Member Directed Spending.
- Participated in Regional Managers presentation with update on federal activity and American Rescue Plan (ARP) guidance.
- Researched and reported on impact House Transportation and Infrastructure Member Directed Spending will have on regional federal formula allocations for State Transportation Investments.
- Researching and reporting on likelihood for Workforce Innovation and Opportunity Act reauthorization this year.
- Tracking and reporting on the Senate Infrastructure Investment and Jobs Act.
- Wrote monthly Capital Corner entry to update membership on federal activity.
- Participated in regularly scheduled strategy calls with Executive Director.

### **Provide information and support related to federal grant opportunities in coordination with Centralina staff**

- Provided Grants Alerts on the 5<sup>th</sup> and the 20<sup>th</sup>, as well as individual announcements on grants specifically related to Centralina's priorities.
- Multiple communications, including but not limited to NC Economic Development Administration regional office, regarding \$3 billion ARP funding and working with regional councils.
- Sent updates on additional funding available under ARP, as well as additional guidance provided on broadband and on pooling Fiscal Recovery Funds for regional projects.

### **Respond to trouble shooting requests from members and Centralina on federal issues**

- Communications with Centralina members on specific grants and eligibility.
- Researched and answered questions from members on ARP uses, grants, guidance, etc.
- Advised member on talking points and approach for meeting with Congressman.

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



**Centralina Regional Council  
Federal Relations**

**ANNUAL REPORT  
July 2020 – June 2021**

Thank you for allowing me to provide federal advocacy and government relations services to the Centralina Regional Council. The accomplishments, recognition and reputation of Centralina among your Members of Congress and the federal agencies, and their interest in working in partnership with you, continues to grow every year. For example, congressional offices reach out to Centralina to share expertise and participate as panelists, refer constituents to Centralina for help with projects, and respond without hesitation when we request their time with us. This is the result of Centralina's standing as a trusted resource and a key player in regional issues for the federal government.

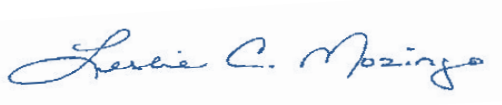
The following are some key highlights of the work performed by Strategics Consulting this past year:

- ✓ Arranged for White House Intergovernmental Deputy Assistant Secretary to participate in Centralina Learns.
- ✓ Coordinated virtual meetings with Congressman Ted Budd and Dan Bishop for Board of Delegates and management; participated in pre-meeting conference calls; prepared and sent background information to attendees prior to meeting; provided briefing materials electronically to congressional offices in advance of meetings; and followed up with congressional staff accordingly.
- ✓ Prepared talking points and briefing sheet for Executive Board member before meeting with Member of Congress, discussed approach, and helped other delegates prepare for individual meetings with congressional offices.
- ✓ Prepared elections results analysis and worked with Executive Director to revise Federal Action Plan and strategies for implementing those priorities for the new 117<sup>th</sup> Congress and the new Biden Administration.
- ✓ Participated in bimonthly calls and virtual strategy sessions to discuss action items, federal updates, and more with the Executive Director.
- ✓ Secured FY21 Appropriations Report Language to give more attention to regional councils and regional collaboration. The language request must be made annually, thus submitted again for FY22, with support led by U.S. Representatives Alma Adams, Richard Hudson and Dan Bishop.
- ✓ Summarized guidelines and deadlines for Senate Surface Transportation Reauthorization requests and House Community Projects Funding in appropriations bills, and submitted Centralina's requests for both.
- ✓ Worked with congressional offices to share COVID-19 legislation concerns, tracked movement of bills, and provided frequent updates and guidance on laws such as CARES Act and the American Rescue Plan (ARP).

- ✓ Participated in Regional Managers webinar on ARP guidance, as well as researched and answered questions from members on ARP uses, grants, guidance, etc.
- ✓ Wrote Capital Corner entries monthly for Centralina newsletter to update membership on federal activity.
- ✓ Reported personally to all Executive Board meetings, as well as some meetings of the Board of Delegates and Regional Managers.
- ✓ Provided regular updates on individual grant opportunities, a monthly collective list of new funding opportunities for local governments, and biannual update on competitive grants forthcoming. Also participated in federal agency webinars; wrote letters of support for local grants; worked with congressional offices to coordinate delivery of same to federal agencies; arranged calls with federal agencies; evaluated feedback on previously unsuccessful applications and made recommendations for improvement; participated in strategy calls and debriefing meetings; shared key political contacts; and regularly advised on grant programs and applications. These tasks were performed both for Centralina members individually and for Centralina specifically.

Although this is not an all-inclusive list, it does represent the variety of positive work and successful outcomes for Centralina by Strategics Consulting. Still, there is always room for improvement and I welcome suggestions that will help me serve you and your constituents better. I also remain firmly committed to making every year that you entrust in me better than the last.

Respectfully,

A handwritten signature in blue ink that reads "Leslie C. Mozingo". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Leslie C. Mozingo  
Owner and CEO  
(202) 255-5760  
leslie@strategics.consulting



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 5**

## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 8, 2021	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	10 minutes			
<b>Presenter at Meeting:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Alternate Contact:</b>	Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
<p>The Executive Director will provide updates on projects Centralina is working on in support of and in coordination with state government efforts, including American Rescue Plan Act (ARPA) and NC Pandemic Recovery Office (NCPRO) resources, and the NC Radar Project.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Over the past year, Centralina has been working on expanding the organization's advocacy and engagement activities with the state government as part of its Raleigh Relations strategy. In response to the COVID-19 pandemic recovery efforts, Centralina has been supporting NCPRO in preparing local governments for ARPA implementation, as well as providing technical assistance to communities as they plan for this funding opportunity.</p> <p>Additionally, Centralina continues to work with Western Piedmont Council of Governments (WPCOG) and the Piedmont Triad Regional Council (PTRC) to improve the weather radar coverage gap impacting the piedmont area. The three COGs hoped to secure an appropriation from the NC General Assembly for \$250,000 to fund a radar study that could be used to apply for federal emergency management funds in early 2022. NC State University responded to a Request for Proposals with a limited scope for a study that would cost \$55,000.</p> <p>While the House's budget proposal includes a provision for NC Emergency Management to work with Centralina, WPCOG, and PTRC to conduct the study, this proposal does not provide any additional funds for the study. One option to further the project is for the three COGs to continue with the NC State study using local funds, evenly splitting the costs at approximately \$19,000 each. The COGs would pay these costs only if it is determined that there are no state funds available and if it makes strategic sense to move ahead with the study now.</p>						
<b>Requested Action / Recommendation:</b>						
Receive as information and provide feedback.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	None					



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 6**

## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 8, 2021	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Michelle Nance/ Jason Wager	<b>Presentation Time:</b>	15 minutes			
<b>Presenter at Meeting:</b>	Michelle Nance	<b>Phone Number:</b>	704-654-2806			
		<b>Email:</b>	<a href="mailto:mnance@centralina.org">mnance@centralina.org</a>			
<b>Alternate Contact:</b>	Jason Wager	<b>Phone Number:</b>	704-591-9308			
		<b>Email:</b>	<a href="mailto:jwager@centralina.org">jwager@centralina.org</a>			
<b>Submitting Department:</b>	<b>Planning</b>	<b>Department Head Approval:</b>	Michelle Nance			
<b>Description of Agenda Item:</b>						
<p>CONNECT Beyond expects to release its Draft Plan by mid-September, including updated Draft Recommendations based on feedback from its Joint Advisory Committee members. In October, the Centralina Board of Delegates will take action on the CONNECT Beyond Plan. Staff will brief Executive Board Members on this expected action by Board members next month. Additionally, staff will review Centralina Regional Council's implementation activities related to the CONNECT Beyond recommendations, including key next steps. There will be time for engagement with staff on both these agenda items.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Centralina Regional Council is a lead sponsor of the CONNECT Beyond project and has played a critical role in developing a bold mobility plan for the region. Draft Recommendations were released to the CONNECT Beyond Joint Advisory Committee earlier this summer and a Draft Plan will be released in the coming week for public comment. CONNECT Beyond will release its final Plan and Recommendations at the September 29<sup>th</sup> CONNECT Beyond Joint Advisory Committee meeting. Throughout the summer and into this fall, CONNECT Beyond staff have been engaging key stakeholders and community leaders on the Draft Plan and Recommendations to solicit further feedback.</p> <p>Following the September 29<sup>th</sup> release, CONNECT Beyond expects its two lead sponsor agencies, Centralina Regional Council and the Metropolitan Transit Commission, to take action on its Plan and Recommendations. Staff will review the expected action by the Centralina Board of Delegates on October 13<sup>th</sup>. Later this fall, the region's Transportation Planning Organizations are expected to accept the CONNECT Beyond Plan and Recommendations and incorporate applicable elements into their transportation planning documents. These actions will be critical to building momentum and beginning the implementation of key near-term recommendations that will increase mobility options across the region. A proposed timeline is:</p> <p><b>July 22</b> – Draft Plan Recommendations Released for Stakeholder Review  <b>Mid-September</b> – Draft Plan Released for Public Comment  <b>September 29</b> – Final Draft Plan Received by Project Joint Advisory Committee  <b>October</b> – Action taken by the Metropolitan Transit Commission &amp; Centralina Regional Council Board  <b>November/December</b> – Action taken by Transportation Planning Organizations</p>						

Staff will also review Centralina Regional Council's implementation activities related to the CONNECT Beyond recommendations. Centralina Regional Council Board members will receive information on key next steps for the organization related to these activities and will have time to provide feedback. The success of the CONNECT Beyond Plan will rely on Centralina Regional Council's continued leadership and participation in the implementation phase.

**Requested Action / Recommendation:**

Staff will seek Board feedback on the endorsement process for the CONNECT Beyond Plan and Recommendations in October as well as on staff work plan related to Plan implementation activities.

<b>Time Sensitivity:</b> <i>(none or explain)</i>	Communicating how Delegates can support CONNECT Beyond Plan endorsement
<b>Budget Impact:</b> <i>(none or explain)</i>	None
<b>Attachments:</b> <i>(none or list)</i>	None



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 7**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 8, 2021	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Geraldine Gardner	<b>Presentation Time:</b>	30 minutes			
<b>Presenter at Meeting:</b>	Geraldine Gardner, Denise Strosser, Keith Bell and Piers Wates, Cushman & Wakefield	<b>Phone Number:</b>	704-351-7130			
		<b>Email:</b>	ggardner@centralina.org			
<b>Alternate Contact:</b>		<b>Phone Number:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	Admin/Executive	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
The Executive Board is asked to make a determination regarding Centralina's future office location.						
<b>Background &amp; Basis of Recommendations:</b>						
Centralina's current lease of office space at 9815 David Taylor Dr. expires at the end of March 2022. We are required to provide notice by September 30 if we intend to remain at this location or move to a new space. After seven months of research, analysis and negotiations, the Executive Board will receive a briefing on the four candidate properties, including features, financial impacts and staff feedback. The Executive Director will also provide a recommendation to the Executive Board on the preferred property.						
<b>Requested Action / Recommendation:</b>						
Motion Option 1: <ul style="list-style-type: none"> <li>• Motion to direct the Executive Director to begin lease renewal negotiations at 9815 David Taylor Drive and to bring a legally reviewed lease to the Executive Board for approval at their November 2021 meeting.</li> </ul> Motion Option 2: <ul style="list-style-type: none"> <li>• Motion to direct the Executive Director to begin lease negotiations at [Insert Property Name] and to bring a legally reviewed lease to the Executive Board for approval at their November 2021 meeting.</li> </ul>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	Centralina must provide notice of its intent to the current landlord by September 30, 2021.					
<b>Budget Impact:</b> <i>(none or explain)</i>	To be outlined during the presentation					
<b>Attachments:</b> <i>(none or list)</i>	<ul style="list-style-type: none"> <li>• Executive Board Briefing Memo</li> <li>• Financial Summary Spreadsheet</li> <li>• Candidate property snapshot PDF</li> </ul>					



**To: Centralina Executive Board**  
**From: Geraldine Gardner, Executive Director**  
**Date: August 31, 2021**  
**RE: 9/8/21 Board Meeting Agenda Item: Office Space Discussion & Decision**

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At its September 8<sup>th</sup> meeting, Centralina's Executive Board is asked to discuss and decide if the organization will remain at its current office space located at 9815 David Taylor Drive or if it will move to a new location. Based on the terms of the current lease, Centralina is required to provide notice to the landlord and their representative by September 30, 2021, of the intention to *either* extend the lease *or* to vacate at the end of the current lease term (March 31, 2022).

There are two main options for the Executive Board's decision on September 8<sup>th</sup>:

1. Determine to remain at 9815 David Taylor and direct the Executive Director to begin lease extension negotiations.
2. Determine that Centralina will not remain at 9815 David Taylor and direct the Executive Director to begin lease negotiations at one of the three candidate properties.

If the Executive Board determines that Centralina will not remain at 9815 David Taylor, but has additional questions or requests for information, then it can also direct the Executive Director to work with Cushman and Wakefield to address any outstanding issues and return to the Executive Board with additional information. This would require scheduling an additional special meeting of the Executive Board with a quorum in October in order not to delay the process. The final negotiated lease will be presented for Executive Board approval at its November 10, 2021, meeting.

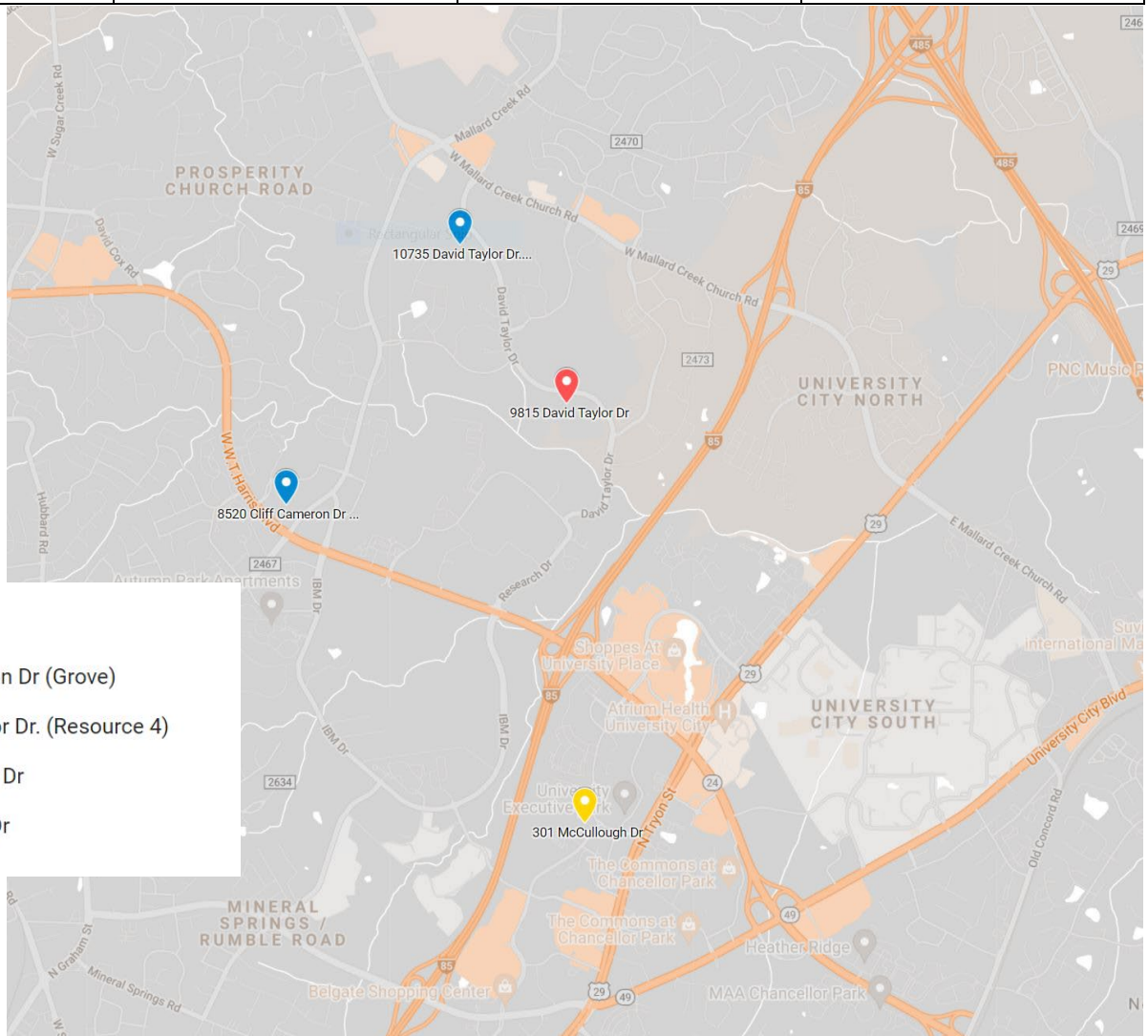
The following memo provides the Executive Board with key facts and information to make an informed decision. I will provide my recommendation to the Board on September 8<sup>th</sup> based on input from Centralina Directors and the office committee comprised of staff from each department.

#### **Information Package Contents**

1. Summary of Candidate Properties
2. Overview of Key Considerations
3. Financial Summary
  - o Detailed Cost Analysis Spreadsheet (Attachment)
4. Property Snapshots – Photos, Committee Comments, Concept Plans
  - o 9815 David Taylor Drive (Current Office)
  - o 10735 David Taylor Drive (Resource 4)
  - o 8520 Cliff Cameron Drive (Grove 5)
  - o 301 McCullough Drive (University Executive Park)

## 1. Summary of Candidate Properties

9815 David Taylor Drive, Charlotte (Current Office)	10735 David Taylor Drive, Charlotte (Resource 4)	8520 Cliff Cameron Drive, Charlotte (Grove 5)	301 McCullough Drive, Charlotte (University Executive Park)
2-story office and laboratory / manufacturing building	Multi-tenant, 5-story office building	Multi-tenant, 4-story office building	Multi-tenant, 5-story office building
Built 2000 (21 yrs)	Built 2000 (21 yrs)	Built 1999 (22 yrs)	Built 1993 (28yrs)
<u>Owner:</u> Avago Technologies Wireless (U.S.A) Manufacturing, (Owner-occupied) <u>Broker:</u> CBRE	<u>Owner:</u> TerraCap Management, LLC. <u>Broker:</u> Foundry Commercial	<u>Owner:</u> HS Mallard Creek Center <u>Broker:</u> Stream Realty	<u>Owner:</u> ATAPCO UEP <u>Broker:</u> CBRE



### Location Options

- 📍 8520 Cliff Cameron Dr (Grove)
- 📍 10735 David Taylor Dr. (Resource 4)
- 📍 9815 David Taylor Dr
- 📍 301 McCullough Dr

## 1a. Property & Building Features Summary

	<b>9815 David Taylor Drive (Current Office)</b>	<b>10735 David Taylor Drive (Resource 4)</b>	<b>8520 Cliff Cameron Drive (Grove 5)</b>	<b>301 McCullough Drive (University Executive Park)</b>
<b>Building Amenities</b>	None currently  Pre-COVID, staff had access to a second-floor breakroom and vending machines	Tenant Amenity Center on 1st fl. of building (secured access) <ul style="list-style-type: none"> <li>• (1) 48-person training room</li> <li>• (2) 10-12-person conference rooms</li> <li>• Fitness center</li> <li>• Touchdown and lounge area with soft seating</li> <li>• Avenue C Canteen / coffee services</li> </ul>	1st fl. of building has a tenant lounge, food kiosk (secured access)	Tenant Amenity Center in adjacent building (5 min walk) <ul style="list-style-type: none"> <li>• 20-person conference center</li> <li>• Fitness center</li> <li>• Outdoor patio w/seating</li> </ul> <i>Planned 2021-22: 1<sup>st</sup> fl tenant lounge w/food kiosk in building</i>
<b>Parking &amp; Available Spaces for Centralina Staff</b>	<ul style="list-style-type: none"> <li>• 4 spaces per 1,000 RSF</li> <li>• 66</li> </ul>	<ul style="list-style-type: none"> <li>• 4 spaces per 1,000 RSF</li> <li>• 50.4</li> </ul>	<ul style="list-style-type: none"> <li>• 5 spaces per 1,000 RSF</li> <li>• 63</li> </ul>	<ul style="list-style-type: none"> <li>• 5 spaces per 1,000 RSF</li> <li>• 67</li> </ul>
<i>All Parking Free; Visitor parking – first come, first serve at all locations</i>				
<b>Transit Score<sup>1</sup></b> <i>(measures how well a location is served by public transit)</i>	<ul style="list-style-type: none"> <li>• 24/100 – Minimal Transit</li> <li>• Bus lines: 50, 54, 59 (.2-.7miles)</li> </ul>	<ul style="list-style-type: none"> <li>• 26/100 – Minimal Transit</li> <li>• Bus lines: 50, 54, 59 (.3miles)</li> </ul>	<ul style="list-style-type: none"> <li>• 32/100 – Some Transit</li> <li>• Bus lines: 22, 50, 54 (.2miles)</li> </ul>	<ul style="list-style-type: none"> <li>• 46/100 – Some Transit</li> <li>• Lynx Blue Line - .3miles</li> </ul>
<b>Walk Score<sup>2</sup></b> <i>(measures the walkability of any location)</i>	9/100 – All errands require a car	35/100 – Most errands require a car	59/100 – Some errands can be done on foot	45/100 – Most errands require a car
<b>ADA Features</b>	<i>All buildings and parking lots are ADA compliant. Minor adjustments to restroom doors identified for improvement.</i>			Additional feature: Auto open building doors
<b>Recent or Proposed Capital Improvements</b>	ADA compliance for parking lot	New Tenant Amenity Center on 1st Fl. of building (Described above)  New retail development proposed for office park at corner of	Building has new finishes throughout the elevator lobby areas, the common corridors and restrooms	Building has new finishes throughout the elevator lobby areas, the common corridors and restrooms. 2 <sup>nd</sup> Fl. improvements will

<sup>1</sup> <https://www.walkscore.com/> - Transitscores are available at this website

<sup>2</sup> <https://www.walkscore.com/> - Walkscores are available at this website

		Mallard Creek and David Taylor (walking distance from building)	1 <sup>st</sup> Floor Tenant Lounge	be completed prior to lease start.  Proposed 1 <sup>st</sup> fl. tenant lounge
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**1b. Office Suite Features Summary**

	<b>9815 David Taylor Drive (Current Office)</b>	<b>10735 David Taylor Drive (Resource 4)</b>	<b>8520 Cliff Cameron Drive (Grove 5)</b>	<b>301 McCullough Drive (University Executive Park)</b>
<b>Floor</b>	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	1 <sup>st</sup> Floor Conference Center 3rd Floor Office Space	1 <sup>st</sup> Floor Conference Center 2 <sup>nd</sup> Floor Office Space
<b>Size of Suite</b>	16,693 RSF	12,986 RSF	12,385 RSF	13,533 RSF
<b>Suite Description</b>	<ul style="list-style-type: none"> <li>• Full floor divided into two sections by a common atrium and stair</li> <li>• Suite entrance is building entrance (Pre-COVID shared with other tenants)</li> <li>• High ceilings</li> </ul>	<ul style="list-style-type: none"> <li>• Half of a floor</li> <li>• C-Shape suite</li> <li>• Two-story lobby allows for visible suite entrance from first floor</li> <li>• Suite entrance off of elevator</li> <li>• Windows and natural light</li> </ul>	<ul style="list-style-type: none"> <li>• End of floor</li> <li>• Square shaped suite</li> <li>• Suite entrance down the hall away from the elevator</li> <li>• Suite entrance across from common restaurants</li> <li>• Windows and natural light</li> <li>• Low ceilings</li> </ul>	<ul style="list-style-type: none"> <li>• Half of a floor</li> <li>• Elongated U-shape suite</li> <li>• Suite entrance off of elevator</li> <li>• Windows and natural light</li> </ul> <p><i>(Given the availability on the 2<sup>nd</sup> fl. it is possible to move the conference center to the same level)</i></p>
<b>Restrooms</b>	Within the suite	Common to floor	Common to floor	Common to floor
<b>Opportunity for Growth</b>	Current space is large and underutilized	Additional 2,500 sf adjacent to suite that Centralina would have the right of first refusal on	No room for growth – adjacent suites are occupied	Entire 2 <sup>nd</sup> floor is available. Centralina would have the right of first refusal

## **2. Overview of Key Considerations**

### *What We're Looking For*

- Long-term home that is cost-effective -> 7 yr. lease
- Easily accessible location -> *University area only, multi-transportation options/routes*
- Well-maintained and professional office building -> *positive first impression, on-site maintenance & janitorial, capital improvement approach, building amenities for tenants*
- Well-designed and flexible office suite design -> *natural light, modern finishes, adaptable to department needs with offering consistent, quality experience for staff*
- Large, well-equipped training room that is functional and welcoming -> *technology for hybrid and in-person options, accessible and flexible for a range of meeting types*
- Smart storage solutions -> *sufficient on-site storage to meet every day needs*

### *Key Factors for Recommendation to the Executive Board*

- Financial: which option is in line with the fiscal health of the organization
- Organizational Needs: which option provides flexibility to adapt to the needs of the organization over time.
- Quality of Environment: which option provides a high-quality work environment for Centralina staff and visitor experience.

### *Current Location Considerations*

- Current office suite is large for our needs and current building utilization; employers are considering their post-COVID space needs, and many are downsizing.
- Property is not managed by a professional property management company. Operations manager has to coordinate with Broadcom plant operations staff on-site and Broadcom building operations staff in Ohio on major issues. There has been a mixed track record in responding to Centralina concerns with the building.
  - There are ongoing issues with the building HVAC, pest/animal control.
  - Landlord has fulfilled our requests to add security cameras, improve exterior lighting and complete ADA compliance improvements in the parking lot.
- Centralina pays \$1,566 per month for additional janitorial service that was not negotiated in the initial lease.
- Investments have been made in the cubicles in the Aging dept. side of the building and in upgrading the audio-visual systems in the Catawba conference room.
- Majority of current office furniture and cubicles on the right side of the building are provided by current landlord. Cubicles are older and the higher walls prevent access to natural light for the majority of the staff on the right side of the building.
- An essential requirement to remaining at this location is the replacement of cubicles on the right side of the building, all office furniture and small conference room furniture.
- There are industrial manufacturing functions onsite, including hazardous materials storage.

### *Building Utilization*

- Pre-COVID, Centralina staff frequently visited locations within the region during the workday and throughout the work week. Being present in the region is a vital part of realizing our mission and sustaining relationships.
- During COVID, building utilization has been impacted by our office opening status and individual staff preferences.

- The Centralina officially resumed normal, non-emergency operations on June 7<sup>th</sup> and began offering on July 1<sup>st</sup> new Alternative Work Arrangements, including the option to work from home 1-3 days per week.
  - Building utilization averaged 12 persons per day in July and 15 per day so far in August. The highest number of staff on site in both months was 21.
  - 23 staff have elected to work from home 2-3 days per week and additional 6 newly hired staff will be eligible to work from home after their 6-month initial probationary period.
- While we continue to position our office as the “home base” for Centralina operations and events, our staff is mobile and frequently out of the office either in the region or now working from home.

### *Downsizing Considerations*

- Downsizing to a smaller office space will require smaller workstations and offices for some staff from 8x8 average size cubicle to 8x6 and from 11x14 offices to 10x12. In exchange, additional breakout meeting spaces and phone rooms are proposed for the concept plans. These collaborative spaces and private spaces create a different type of work environment than our current space. All building options also offer various tenant amenities which are not currently available at our location. These amenities are not part of the leased square footage and can be used free of charge.
- Efficiency in Files Storage and Archiving: File storage and archiving needs vary by department. Currently all files are stored on site in. It may be more cost-effective to store Centralina archive material off-site in a secured location. Through the move process, some files may be ripe for destruction or return to local government partners.

### *Cost & Disruption of a Move*

- Cost to move Centralina five years ago was just over \$70,000 and included IT/servers, files and Centralina equipment. We will complete an RFP process for a move vendor (if moving) but for cost estimating purposes, we will assume 13.75% increase (inflation) over 2016 cost plus increase in amount of items: \$85,000. The RFP process would also enable us to include specific parameters for the move process that would ensure a streamlined and efficient process that minimizes disruption.
- If remaining at 9815 David Taylor, there will be some moving costs associated with the interior improvements that the landlord has agreed to (i.e., carpet replacement) and the replacement of cubicles on the right side of the building. It is unclear if Centralina would bear any costs for moving landlord owned furniture that we no longer use.

### *Growth Considerations*

- Centralina has seen periods of growth and contraction in the workforce over the last several years. In reviewing the data from FY14-FY21, there has been only one (1) net new position in the workforce. Fluctuations over the years include replacement hires after departures, elimination of positions after departures, and new positions added.
- COVID has triggered additional hires in the Aging Department, but several are grant funded positions that may not extend beyond 2024. Additional administrative hires are projected and accounted for in the current workstation count.
- If additional space is needed in the future, we could explore “hoteling” options for workstations/offices, transitioning small conference rooms into shared offices or expanding the footprint of the leased space.

### 3. Financial Summary

	<b>9815 David Taylor Drive (Current Office)</b>	<b>10735 David Taylor Drive (Resource 4)</b>	<b>8520 Cliff Cameron Drive (Grove 5)</b>	<b>301 McCullough Drive (University Executive Park)</b>
<i>Rental Square Footage</i>	16,693	12,986	12,385	13,533
<i>Lease Term (Best Offer)</i>	7.4 years (88 months)	7.58 years (91 months)	7.58 years (91 months)	7.58 years (91 months)
<i>Effective Rental Rate</i>	\$23.22	\$26.19	\$23.28	\$22.44
<b>Effective Monthly Cost</b>	<b>\$32,297.14</b>	<b>\$28,341.62</b>	<b>\$24,028.95</b>	<b>\$25,307.41</b>
<b>Total Rental Cost over Lease Term</b>	<b>\$2,842,148.67</b>	<b>\$2,579,087.67</b> Compared to Current + \$263,061.00	<b>\$2,186,634.88</b> Compared to Current + \$655,513.79	<b>\$2,302,974.62</b> Compared to Current + \$539,174.05
<i>Annual Escalation</i>	3%	2.75%	2.75%	2.75%
<i>Free Rent Incentive (See other financial incentives below)</i>	4 months in year 1 <i>Value: \$122,415.33</i>	Seven (7) months' rent abatement: the first three (3) months of year two, and the first two (2) months of year three <i>Value: \$199,700.54</i>	Seven (7) months' rent abatement with one month of free rent being applied to the first month of each year from years 1-7 <b>or</b> convert 50% of free rent to pay for FF&E (~\$85k) <i>Value: \$205,581.40</i>	Seven (7) months' rent abatement with one month of free rent being applied to the first month of each year from years 1-7 <i>Value: \$216,359.07</i>
<i>Renewal</i>	1 x 5 yrs term	1 x 5 yrs term	1 x 5 yrs term	2 x 5 yrs terms
<i>First Right of Refusal?</i>	Yes - on any space in the building	Yes - on contiguous spaces	Yes - on contiguous spaces	Yes – on contiguous space on 2 <sup>nd</sup> floor during initial three (3) years of lease term

	<b>9815 David Taylor Drive (Current Office)</b>	<b>10735 David Taylor Drive (Resource 4)</b>	<b>8520 Cliff Cameron Drive (Grove 5)</b>	<b>301 McCullough Drive (University Executive Park)</b>
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<p><i>Tenant Improvement (TIA) Scope &amp; Terms</i></p>	<p>Any interior structural changes are at Centralina's expense.</p> <p>Landlord will make the following improvements:</p> <ul style="list-style-type: none"> <li>• Access card readers at side entrances.</li> <li>• New paint throughout the suite</li> <li>• New carpet throughout the suite. (\$22.00 square yard allowance)</li> <li>• New restroom sinks &amp; countertops.</li> <li>• Upgraded lighting throughout. One to one replacement with LED.</li> <li>• Upgraded HVAC thermometers/controls throughout the suite to better control temperature and energy efficiency.</li> <li>• Per security scan recommendations provided by CMPD: clear building numbers at front of building, facing the parking lot; interior locks on bathroom doors and four smaller conference rooms to create saferooms; panic button at front desk.</li> <li>• Install electric opening doors for wheelchair access at front door.</li> </ul>	<p>Landlord shall build out the suite ("turnkey") based on concept space plan and building standard finishes.</p> <p>Finishes above standard grade would be the financial responsibility of Centralina. Example: interior offices would have glass fronts to allow natural light into the space. This would be above standard grade.</p>		
<p><i>Other Financial Incentives</i></p>	<p>No additional financial incentives offered</p>	<p>Estimated value of landlord tenant improvements (TIA): \$687,608.70</p>	<p>Estimated value of landlord tenant improvements (TIA): \$557,325.00</p>	<p>Estimated value of landlord tenant improvements (TIA): \$875,991.09</p>
		<p>Can convert up to 50% of free rent value to pay for TIA (this would pay for any TIA above standard finishes) approximately: \$99,850</p>	<p>In lieu of free rent (7 months): We can opt to convert up to 50% of free rent value to pay for FF&amp;E (Furniture &amp; Equipment), approximately \$102,790</p>	<p>No additional financial incentives offered</p>
		<p>Tenant can amortize costs above TIA up to \$8/SF at 8% amortization (value of ~\$100k)</p>	<p>This could include cubicles, AV, electric, etc.</p>	
		<p>Available cubicle walls for 43 workstations (53 needed) that can be used at this location, cutting furniture costs</p>		

**Other Financial Considerations**

- Office furniture including workstations, office furniture, conference room and lobby furniture ranges in cost depending on the manufacturer and materials.
- Minimum purchase would be new workstations, office furniture and small conference room furniture. Initial estimate ranges from \$90,000-\$120,000.
- We will explore feasibility of re-using Centralina owned furniture during the next phase of planning.

#### 4. Property Snapshots

The pages that follow offer a snapshot of each property with photos, staff committee comments and a concept plan to test the fit of the preferred building program.

Note: Concept plans are for illustrative purposes only. Additional refinement and design will be necessary.

Minimum building program:

- 7 offices (10 x 12)
- 53 workstations (6 x 8)
- Breakroom
- Functional spaces:
  - IT/server room; copier/mail room; storage; reception area
- Meeting & Breakout Spaces: phone booths; small conference rooms; mid-size conference rooms; large training room
  - 9815 David Taylor Drive (Current Office)
  - 10735 David Taylor Drive (Resource 4)
  - 8520 Cliff Cameron Drive (Grove 5)
  - 301 McCullough Drive (University Executive Park)

## Projected Cost Analysis



Address	9815 David Taylor Dr			10735 David Taylor Drive			8520 Cliff Cameron Drive			301 McCullough Drive		
RSF	16,693			12,986			12,385			13,533		
	Months	Rate	Annual	Months	Rate	Annual	Months	Rate	Annual	Months	Rate	Annual
	4	\$0.00	\$0.00	3	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00	\$0.00
	8	\$22.00	\$244,830.67	9	\$25.75	\$250,792.13	11	\$23.00	\$261,117.08	11	\$22.00	\$272,915.50
	12	\$22.66	\$378,263.38	2	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00	\$0.00
	12	\$23.34	\$389,611.28	10	\$26.46	\$286,321.01	11	\$23.63	\$268,297.80	11	\$22.66	\$281,102.97
	12	\$24.04	\$401,299.62	2	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00	\$0.00
	12	\$24.76	\$413,338.61	10	\$27.19	\$294,194.84	11	\$24.28	\$275,675.99	11	\$23.34	\$289,536.05
	12	\$25.50	\$425,738.77	12	\$27.93	\$362,742.23	1	\$0.00	\$0.00	1	\$0.00	\$0.00
	12	\$26.27	\$438,510.93	12	\$28.70	\$372,717.65	11	\$24.95	\$283,257.08	11	\$24.04	\$298,222.14
	4	\$27.06	\$150,555.42	12	\$29.49	\$382,967.38	1	\$0.00	\$0.00	1	\$0.00	\$0.00
				12	\$30.30	\$393,498.98	11	\$25.64	\$291,046.65	11	\$24.76	\$307,168.80
				7	\$31.14	\$235,853.45	1	\$0.00	\$0.00	1	\$0.00	\$0.00
							11	\$26.34	\$299,050.44	11	\$25.50	\$316,383.86
							1	\$0.00	\$0.00	1	\$0.00	\$0.00
							11	\$27.07	\$307,274.32	11	\$26.21	\$325,084.42
							7	\$27.81	\$200,915.51	7	\$26.93	\$212,560.88
	88		\$2,842,148.67	91		\$2,579,087.67	91		\$2,186,634.88	91		\$2,302,974.62
Total Rental Cost			\$2,842,148.67			\$2,579,087.67			\$2,186,634.88			\$2,302,974.62
Effective Rental Rate			\$23.22			\$26.19			\$23.28			\$22.44
Effective Monthly Cost			<b>\$32,297.14</b>			<b>\$28,341.62</b>			<b>\$24,028.95</b>			<b>\$25,307.41</b>
Value of Free Rent			\$122,415.33			\$199,700.54			\$205,581.40			\$216,359.07
Construction Budget + \$4/SF A&E			\$0.00		\$51.68	\$671,168.31		\$45.00	\$545,920.00		\$64.73	\$876,055.42
Landlord TIA		\$0.00	\$0.00		\$52.95	\$687,608.70		\$45.00	\$557,325.00		\$64.73	\$875,991.09
Notes	All upfit requests were accepted, outside of restroom improvements. Only sinks and countertops will be provided. No additional TIA will be provided			Turnkey Buildout based on building standard finishes, Tenant to pay 3% PM fee \$0.12/SF test-fit allowance  TT can convert up to 50% of free rent towards TIA (Value of ~\$82,000)  Tenant can amortize costs above TIA up to \$8/SF at 8% amortization (value of ~\$100k)  Landlord is offering beneficial occupancy			Turnkey Buildout based on building standard finishes  \$0.15/SF test-fit allowance  TT can opt to convert free rent to pay for FF&E, at half the value of free rent (~\$85k)			Turnkey Buildout based on building standard finishes  \$0.15/SF test-fit allowance		

# 10735 David Taylor Drive (Resource 4)



- University Research Park
- Multi building complex
- Five stories, over 152,000 sf
- 2<sup>nd</sup> Fl. Office Space & Conference Room



Concept Plan Only  
Not to Scale



# Resource Square: Available Space



# Resource Square: 1<sup>st</sup> Fl. Amenities



Tenant Amenity Center: view of lounge, conference center



Outdoor seating area

# Feedback

- Welcoming lobby and elegant common area on 1st floor.
- Tenant amenities newly renovated space on 1st floor.
- Dedicated meeting space on 2nd floor PLUS First floor meeting rooms with the tech already set up (accommodates meetings in multiple departments simultaneously).
- Good location – near current space
- Outdoor tables and chairs for employees to use for breaks.
- Lots of windows in the suite

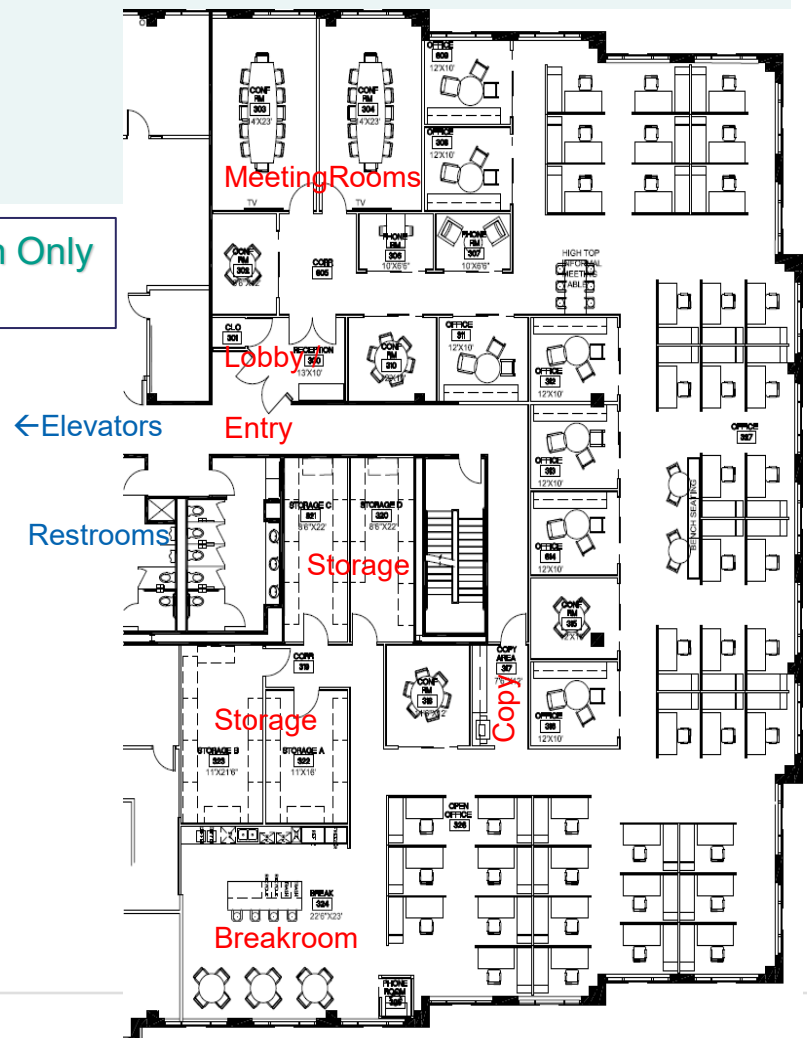


Resource 4 Building Lobby

# 8520 Cliff Cameron Drive (Grove 5)



Concept Plan Only  
Not to Scale



- Harris Blvd. & Mallard Creek
- 1<sup>st</sup> Floor Conference Center
- 3<sup>rd</sup> Floor Office Space
- *NOTE: Concept Floor Plan not updated for 53 workstations*





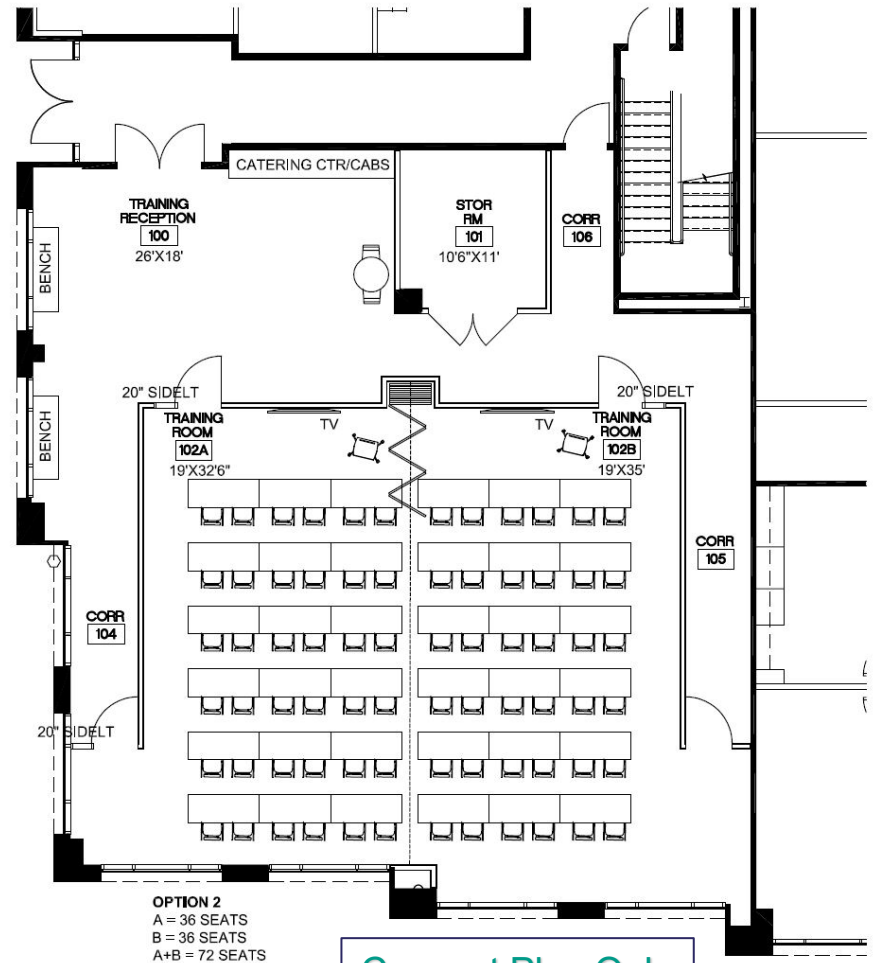
# The Grove: Available Space



# The Grove: 1<sup>st</sup> Fl. Conference Center



1<sup>st</sup> Floor Conference Space & Exterior Entry Door



Concept Plan Only  
Not to Scale



# The Grove: 1<sup>st</sup> Fl. Amenities



# Feedback

- Welcoming lobby and elegant common area on 1st floor.
- Separate, dedicated conference room space on 1st floor with entrance near parking lot
- Good location – near current space
- Plenty of parking.
- Security onsite that roams the parking lots.
- Lots of windows in the suite

## Concerns

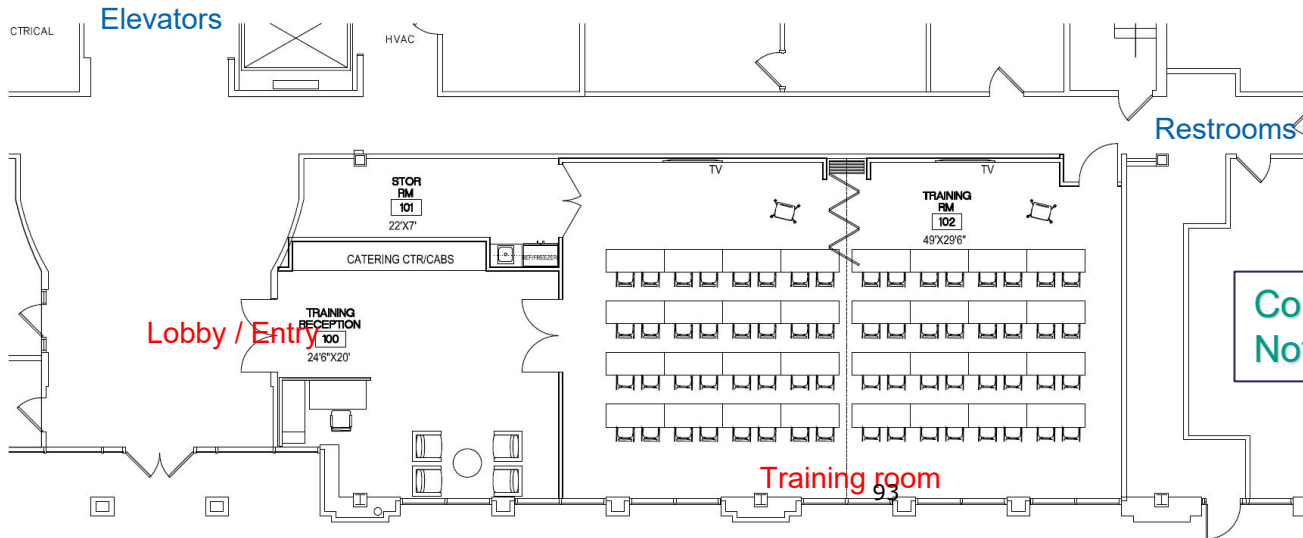
- Ceiling is low in the suite
- No room for growth – neighboring suites occupied
- Entrance far from elevator, across from common bathrooms
- Located at a busy intersection. Entry/exit is not easy
- 1<sup>st</sup> floor bathroom is far away from the large conference room



Elevator Lobby

# 301 McCullough Drive (University Executive Park)

- Adjacent to Lynx Blue Line
- 1<sup>st</sup> Floor Conference Center (Below)
- 2<sup>nd</sup> Floor Office Space

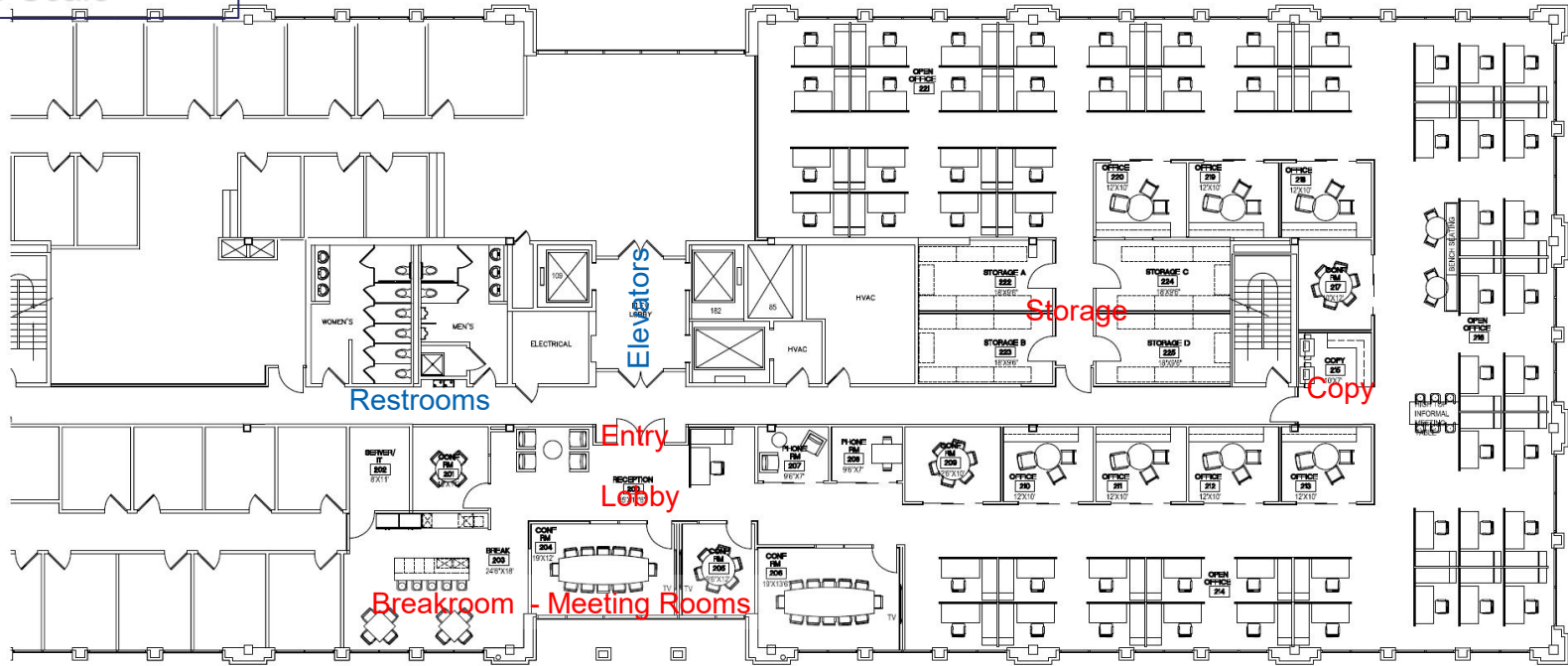


Concept Plan Only  
Not to Scale



# UEP: Office Concept

Concept Plan Only  
Not to Scale



# UEP: Available Space



# UEP: Amenities



Fitness Center w/locker room

Amenities are located in separate buildings within the park and 5min walk from the 301 McCullough building



Outdoor area w/seating



96  
Conference center for 10-20 ppl



# Feedback

- Welcoming lobby on 1st floor.  
Upgraded hallways and common area bathrooms
- ADA feature: automatically opening doors in lobby
- Good location – near Lynx Blue Line.  
Missing sidewalk connection to building.
- Tenant amenity center 5min walk from building.
- Outdoor tables, chairs and fountain are a nice amenity
- Lots of windows in the suite



Resource 4 Building Lobby