



**Western Piedmont
Council of Governments**
Creative Regional Solutions Since 1968

Bi-Monthly Policy Board Meeting

Tuesday, January 22, 2019

City of Conover Fire Station 2, Conover NC

6 pm dinner/6:45 pm meeting

Agenda Item	Presenter	Action Requested
Call to Order/Welcome	Chair Barbara Pennell Mayor Lee Moritz	
Introductions		
Minutes of Previous Meetings	Chair Pennell	Yes
Welcome New Board Member	Chair Pennell	No
Hickory Trail Report Presentation	Rick Beasley Taylor Dellinger Jason Toney	No
FY 2019–2020 WPCOG Assessments for Local Governments	Anthony Starr	Yes
Workforce Development One-Stop Partners MOU	Wendy Johnson	Yes
NADO Awards Presentations		
<ul style="list-style-type: none">NEXTGen Hiring EventBurke County Quality of Life Explorer	Chair Pennell & Staff	No
Other Business		
Staff Reports		
Next Meeting - Tuesday, March 26 - Alexander County & Town of Taylorsville		
Adjournment		

Notes: Dinner will begin at 6:00 pm at the City of Conover Fire Station #2 (1011 W. 1st St., Conover, NC 28613) compliments of the City of Conover. Persons needing special assistance are asked to notify WPCOG at 828/485-4221 before the scheduled meeting date.

Minutes
Western Piedmont Council of Governments
Bimonthly Policy Board Meeting
Tuesday, November 27, 2018
SALT Block, Keiser Community Room

Members Present:

Barbara Pennell, Chair
Bob Floyd, Jr., Vice-Chair
Jill Patton, Secretary
Johnny Berry, Treasurer
George Holleman, Past Chair
Robert Smyre, At-Large
Chip Black, At-Large
Wayne Abele, At-Large
Ronnie Setzer
Donald Robinson
Joie Fulbright
Kyle Hayman, Alternate
Dennis Anthony
Dr. Caryl Burns
David Williams, Alternate
Ben Honeycutt
Forrest Fleming
Jerry Hodge
Gary McClure
Roy Sweezy, Alternate
Tommy Luckadoo
Amparo Alfaro
Larry Yoder

Local Government/Agency:

Gamewell
Cedar Rock
Hickory
Connelly Springs
Taylorsville
Maiden
Valdese
Burke County
Cajah's Mountain
Catawba
Conover
Conover
Drexel
Granite Falls
Hickory
Hildebran
Morganton
Newton
Rutherford College
Valdese
Appointed
Appointed
Appointed

Members Absent:

Josh Lail
Mike Labrose
Kitty Barnes, At-Large
Dale Sherrill
Ben Willis
Marla Thompson
Vacant
Bob Benfield
Larry Chapman
Rick Justice

Alexander County
Caldwell County
Catawba County
Claremont
Lenoir
Long View
Brookford
Glen Alpine
Hudson
Rhodhiss

Keith Warren
Helen Chestnut
Elle Engstrom
Malla Vue
Sara Moses

Sawmills
Appointed
Appointed
Appointed
Appointed

Guests/Others Present:

Scott Hildebran, Lenoir
Yaidee Fox, Hickory
Mary Carter, Gamewell
Donald Duncan, Conover
Logan Shook, Cahjah's Mountain
Tamara Brooks, Connelly Springs
Sherri Bradshaw, Drexel
Chase Winebarger, Catawba
Hank Guess, Hickory
Phil Church, Lowdermilk Church & Co.

WPCOG Staff Present:

Anthony Starr, Executive Director
Sherry Long, Assistant Executive Director/Community & Economic Development Director
Ashley Bolick, Director of Administrative Services and Human Resources
Andrea Roper, Finance Director
Wendy Johnson, Director of Workforce Development
Alison Adams, Community & Regional Planning Director
Jason Toney, Communications Specialist
Brian Horton, Transportation Planning Manager
Averi Ritchie, Transportation Planner

Call to Order/Welcome

A regular meeting of the WPCOG Policy Board was called to order at 6:45 pm by Chair Barbara Pennell. Chair Pennell thanked the City of Hickory for hosting the meeting. Mayor Hank Guess welcomed the Policy Board to the City of Hickory.

Minutes of Previous Meeting

Minutes of the previous meeting were considered. Mr. Joie Fulbright made a motion to approve the minutes and Mr. Tommy Luckadoo offered a second. The motion passed unanimously.

Unfinished Business/Reports

There was no unfinished business.

New Business

Audit Presentation

Independent auditor Phil Church with Lowdermilk Church and Company presented a report to the Board regarding the financial audit of the Western Piedmont Council of Governments for the fiscal year ending June 30, 2018. The audit is required by State Law and various regulation of funding entities.

Mr. Church reported a clean audit with no findings. The total ending General Fund balance as of June 30, 2018 was \$1,360,389. This is a \$65,157 increase over the 2017 General Fund balance.

Mr. Church said that upon approval of the board, the completed audit would be sent to the local government commission in the next few weeks.

Mr. Tommy Luckadoo made a motion that the Policy Board accept the audit report as presented. Mr. Chip Black offered a second. The motion passed unanimously.

3rd Amendment of the 2018-2019 Budget

Andrea Roper, WPCOG Finance Director, presented the 3rd Amendment of the 2018-2019 Budget. The 3rd Amendment of the 2018-2019 Budget reflects a total budget of \$16,081,178 and an operating budget of \$6,326,624 which represents an increase of the total budget from the September 25, 2018 budget amendment of \$393,971.

The 3rd Amendment of the 2018-2019 Budget includes:

- Community Development increased by \$179,331 due to the addition of several Single Family Rehabilitation projects.
- Community and Regional Planning increased by \$56,475 due to the addition of a new comprehensive plan project.
- An increase of \$47,688 in Economic Development due to the addition of several new building reuse projects and an increase in the ARC-LDD grant.
- GIS/IT increased by \$1,070 due to the addition of various small GIS projects.
- WIOA increased \$95,813 due to additional funding received for infrastructure costs and staff salaries.
- Fund Balance Appropriated increased by \$13,486 to be used as a match for the increased ARC LDD grant amount.
- Salaries decreased \$19,289 due to an increase in compensated absences of \$2,679 and the elimination of the part-time housing specialist position for Regional Public Housing.
- Retirement decreased \$1,942 due to the elimination of the part-time housing specialist position.
- Contractual increased \$168,184 to reflect the addition of several Single Family Rehabilitation projects.
- Mortgage/Occupancy cost increased \$95,814 due to the infrastructure revenues WIOA received.
- Supplies decreased \$17,555 to reflect an accurate amount of expected expenses.
- Capital Outlay decreased \$9,535 to depict the actual cost of the code enforcement vehicle.

- As a result of the addition of several new projects, Contingency increased \$168,844 along with a \$3,927 increase in Reserve for Future Expenses.
- All other changes to the expenditure lines reflect normal program needs.

Staff requested the Policy Board to review and approve the 3rd Amendment of the 2018-2019 Budget.

Mr. Joie Fulbright made a motion that the Board approve the 3rd Amendment of the 2018-2019 Budget as proposed. Mr. Jerry Hodge offered a second. The motion passed unanimously.

ADA Planning Service

Ms. Alison Adams, WPCOG Director of Community & Regional Planning, introduced a new WPCOG service to the Policy Board. During the summer of 2018, NCDOT sent letters to municipalities using federal funds who have 50 or more employees. Municipalities that received a letter must complete an ADA self-evaluation and transition plan. This is required of all local governments receiving federal assistance. Effected municipalities may consider contracting with WPCOG to assist with all or parts of this process.

There are three areas, where WPCOG Planning staff's expertise would assist in fulfilling ADA requirements:

1. Program Accessibility (Existing Facilities and Services)
2. New Construction and Alterations (Buildings, Parks, and Parking)
3. Administrative Requirements (Self-Evaluation and Transition Plan)

Initially, staff would be charged to complete an inventory of existing sidewalks, intersections, and public facilities. Subsequently, with aid from the municipality, staff would review local capital planning and land development review to document compliance.

Staff requests the Policy Board to provide feedback and guidance aimed at a successful launch of this new service. No formal action by the Board is needed at this time.

Mr. Chip Black asked who was currently providing such services to local governments.

Ms. Adams answered that there are private consulting groups in the area that offer this same service at a higher cost.

Transportation Planning Update

Mr. Brian Horton, WPCOG Transportation Planning Manager, offered a transportation planning updated to the board. The federal government requires a Metropolitan Planning Organization (MPO) to lead the regional transportation planning process for urbanized areas, like the Hickory-Lenoir-Morganton metropolitan area. WPCOG staffs the MPO, which is governed by a Transportation Advisory Committee representing 28 local governments in the four-county region.

In the last six months, WPCOG staff have updated key regional plans and activities including:

- **Comprehensive Transportation Plan (CTP)** identifies street classifications, future improvement needs, and new alignments for the regional thoroughfare network;

- **Metropolitan Transportation Plan (MTP)** presents a long-range, fiscally-constrained plan for transportation improvements in the area;
- **Strategic Transportation Investments (STI) / Prioritization** scores local priorities submitted to the state of North Carolina for their consideration in the development of the State Transportation Improvement Program (STIP);
- **Metropolitan Transportation Improvement Program (MTIP)** budgets a ten-year program to fund transportation projects and must be in agreement with the State Transportation Improvement Program (STIP);
- **Local Administered Projects Program (LAPP)** competitively awards federal Surface Transportation Block Grant (STBG) reimbursement funds (80%) to area local governments to construct locally sponsored transportation projects;
- **Burke Experimental Transit Project** launched new flex bus service in Morganton, Drexel, Valdese, and Rutherford College.

Nominating Committee Report

Chair Barbara Pennell recognized Mr. Wayne Abele as the Nominating Committee Chair. Each year, the Board Chair appoints a nominating committee for the purpose of recommending persons for the Officers, Executive Committee and Appointed Delegates of the Policy Board. The Chair appointed Wayne Abele (Burke County), Larry Chapman (Hudson), Kitty Barnes (Catawba County) and George Holleman (Taylorsville) to serve as members of the Nominating Committee.

Mr. Abele presented the recommendations from the Nominating Committee listed below:

Position	Recommendation	Term Ends
Chair	Barbara Pennell	Dec. 2019
Vice Chair	Bob Floyd	Dec. 2019
Secretary	Jill Patton	Dec. 2019
Treasurer	Johnny Berry	Dec. 2019
Immediate Past Chair	George Holleman	Dec. 2019
Executive Committee At-Large	Wayne Abele	Dec. 2019
Executive Committee At-Large	Kitty Barnes	Dec. 2019
Executive Committee At-Large	Bob Smyre	Dec. 2019
Executive Committee At-Large	Chip Black	Dec. 2019
Policy Board Appointed Delegate	Amparo Alfaro	Dec. 2020
Policy Board Appointed Delegate	Casey Pope	Dec. 2020
Policy Board Appointed Delegate	Tommy Luckadoo	Dec. 2020
Policy Board Appointed Delegate	Helen Chestnut	Dec. 2020
Policy Board Appointed Delegate	Malle Vue	Dec. 2019
Policy Board Appointed Delegate	Sara Moses	Dec. 2019
Policy Board Appointed Delegate	Elle Engstrom	Dec. 2019
Forum Representative	Wayne Abele	Dec. 2019
Alternate Forum Representative	Kitty Barnes	Dec. 2019

Mr. Wayne Abele presented the Nominating Committee report in the form of a motion that the Policy Board approve the nominations as presented by the Nominating Committee. Mr. Forrest Fleming offered a second. The motion passed unanimously.

Recognition of Outgoing Board Members

Chair Pennell thanked outgoing board members, Josh Lail of Alexander County for his service.

Staff Updates

Mr. Starr announced that WPCOG had released a Request for Qualifications (RFQ) for engineering services for a building generator for the WPCOG office building. Additionally, WPCOG is currently accepting bids for the installation of an access control system for the office.

Ms. Sherry Long, WPCOG Assistant Executive Direction and Community and Economic Development Director announced that the Town of Long View had recently received a building reuse grant. Also, both the City of Newton and the City of Hickory had grant applications under review. The next round of applications are due January 7, 2019. See Sherry or staff with questions.

Adjournment

Ms. Jill Patton made a motion that the meeting adjourn at 7:30 pm and the motion was seconded by Mr. Ronnie Setzer. The motion passed unanimously.

**REQUEST FOR BOARD ACTION
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS
POLICY BOARD**

MEETING DATE: January 22, 2019

SUBJECT: Hickory Trail Report Presentation

PRESENTERS: Rick Beasley, Assistant City Manager, City of Hickory
Taylor Dellinger, Senior Data Analyst WPCOG
Jason Toney, Communications Specialist, WPCOG

ATTACHMENTS: Hickory Trail Report

SUMMARY OF REQUEST:

The Hickory Trail is one of the Crafting Hickory projects that has the potential to transform the City. Following a significant decline in manufacturing jobs and a reduction in the young adult population, the community collaborated on a plan to revitalize and reestablish Hickory as an economic leader of a Metropolitan Statistical Area (MSA) region of 350,000 residents which includes Hickory, Lenoir, and Morganton. The strategy, developed with its citizens and businesses, is based on the successes of similar cities and consists of four major components, which include: the City Walk, Streetscapes and Gateways, Riverwalk, and a Class A advanced manufacturing park, now known as Trivium Corporate Center.

The trail, along with the City's culture of providing an atmosphere for dynamic growth and robust development, will be a major asset in the community's effort to build a strong economy, provide good jobs, and create a desirable quality of life for residents.

The presentation will discuss the importance of the Hickory Trail project to the city and the region. The WPCOG's role in creating the methodology used in the report and graphic design and report production assistance will also be highlighted.

BOARD ACTION REQUESTED: For Informational Purposes Only

Suggested Motion: None



HICKORY TRAIL

HICKORY
North Carolina
Life. Well Crafted.

PROJECT OVERVIEW

The Hickory Trail is one of the Crafting Hickory projects that has the potential to transform the City. Following a significant decline in manufacturing jobs and a reduction in the young adult population, the community collaborated on a plan to revitalize and reestablish Hickory as an economic leader of a Metropolitan Statistical Area (MSA) region of 350,000 residents which includes Hickory, Lenoir, and Morganton. The strategy, developed with its citizens and businesses, is based on the successes of similar cities and consists of four major components, which include: the City Walk, Streetscapes and Gateways, Riverwalk, and a Class A advanced manufacturing park, now known as Trivium Corporate Center. In November of 2014, citizens voted to approve a \$40 million bond referendum.

The trail, along with the City's culture of providing an atmosphere for dynamic growth and robust development, will be a major asset in the community's effort to build a strong economy, provide good jobs, and create a desirable quality of life for residents.

The projects, as approved, will create linkages to city destinations, cultural and recreational centers, businesses, and Lenoir-Rhyne University. The first phase, scheduled to break ground in 2018, is the City Walk. This phase constructs a multiuse path along Main Avenue that runs from Lenoir-Rhyne University through Downtown Hickory west to 9th Street NW. The project will further the development of diverse businesses and professional jobs in the City's Central Business District and has already had a positive impact, with a major company headquarters located along its route. The path will also create connectivity to shopping, dining, educational, and medical services for Lenoir-Rhyne University students, residents, and employees.

Amphitheatre along Riverwalk | Image by TSW





5.2 MILES MULTIUSE PATHWAY

(RIVERWALK, WALKING, BIKING, AND NON-MOTORIZED TRAVEL)



Lake Hickory
Photo by Chad Austin



The next phase is the Old Lenoir Road multiuse path, in partnership with North Carolina Department of Transportation (NCDOT), which will connect the City Walk and the Riverwalk. It will continue the multipurpose path for 1.7 miles from Downtown through light industrial and commercial areas, creating many development opportunities.

The Riverwalk phase is anticipated to begin construction in 2019. It will provide economic development opportunities and public access to the lake, making an attractive area for shopping, entertainment, and residential development. Like the City Walk, the Riverwalk's location is ideal for redevelopment. The existing Rotary/Geitner Park will benefit from a public/private partnership with the Robert Lackey Family, creating a new entertainment venue with meeting space, picnic shelters, and boat launch.

The three phases of the Hickory Trail create a 5.2-mile multiuse pathway. The Trail is designed for walking, biking, and other means of non-motorized travel, and encourages the connectivity of various parks and other amenities within the City. The Trail provides business and residential opportunities along the pathway. Its development, along with new businesses which locate in the Trivium Corporate Center, will have a positive impact on the community's goals of diversifying the area's employment base and growing the population.

GOALS

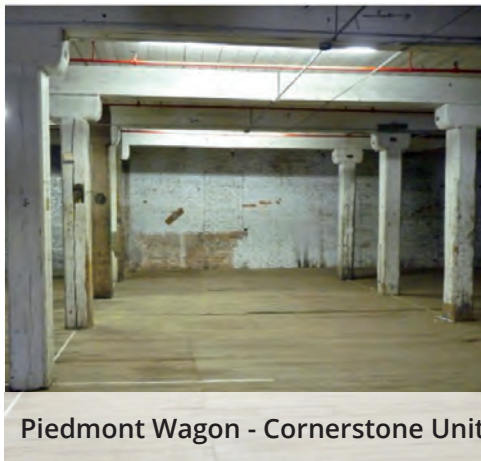
Redevelop idle commercial and industrial properties to maximize underutilized assets.



Hollar Mill - Before



Hollar Mill - After



Piedmont Wagon - Cornerstone United - Before and After (Interior)



By 2035



\$500 MILLION
PRIVATE
INVESTMENT



8,000
NEW JOBS



1,750
NEW HOUSING
UNITS



3,500
INCREASE IN
POPULATION

The Hickory Trail is an opportunity for Hickory to shape its growth for the next 15 plus years. The Trail will be an integral part to attract and organize a segment of Hickory's future growth around parks, trails, transit, downtown, cultural, educational, medical facilities, and entertainment venues. The Trail, and the amenities throughout, will lead to job and population growth, thereby enhancing the quality of life for all City residents.

Provide opportunities to create regional destinations along the river and downtown.



Lake Hickory Adventures

Focus on downtown housing, and establish an eighteen-hour downtown, attracting new citizens, including those from a younger demographic.



Promote a healthy lifestyle with opportunities for walking, biking, canoeing, mountain biking, etc.

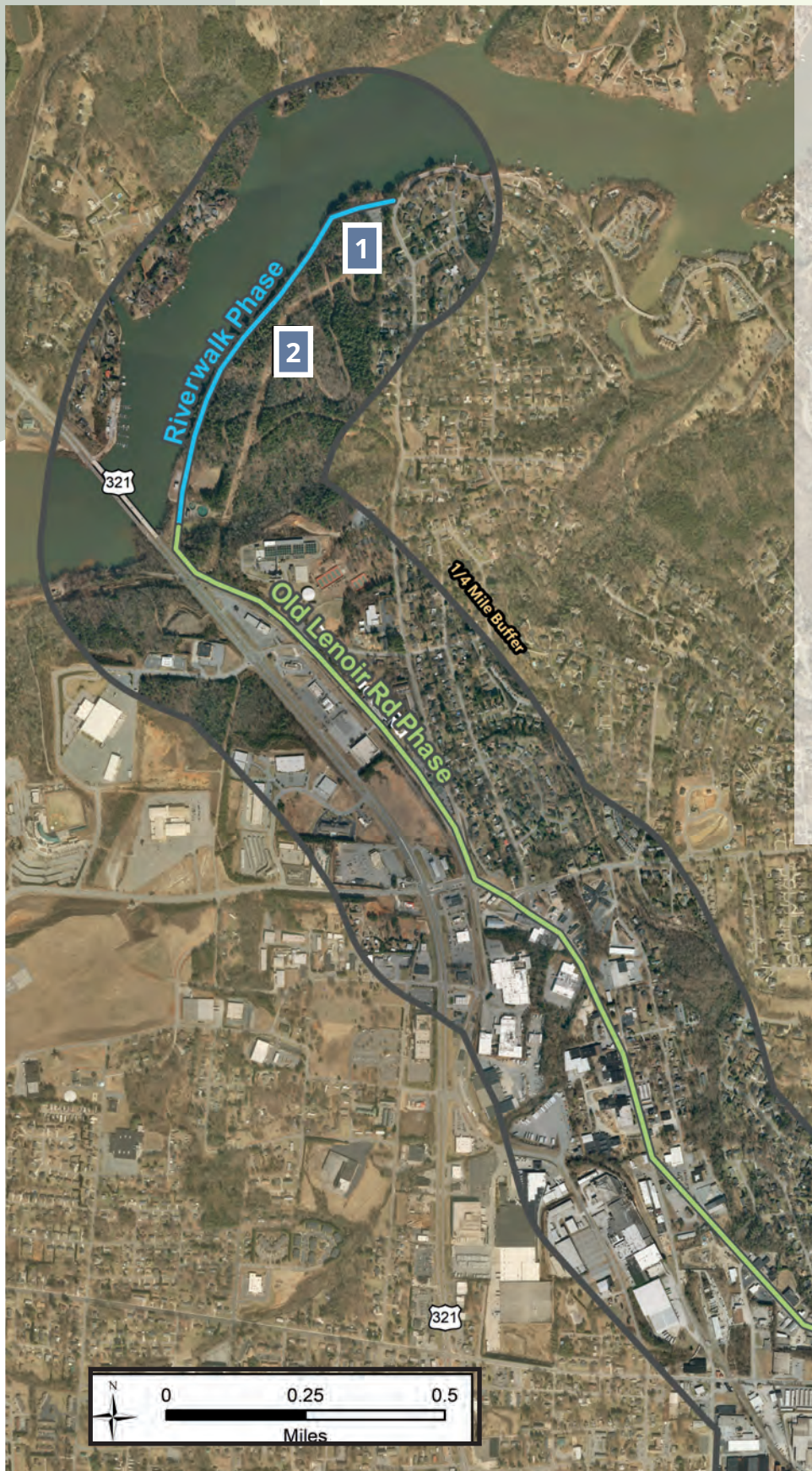


Hatch | Photo by CVB

Provide hospitality opportunities and linkages to quality of life events downtown, in the City's parks, restaurants, and the SALT Block.



Preserve values and aesthetics in existing neighborhoods along the corridor.



1

Riverwalk



While the Trail impacts the entire City, and touches neighborhoods representing 26 percent of Hickory's population, the goals listed in this document are for one-quarter mile on either side of the Trail.

The Trail will create connectivity between Lenoir-Rhyne University, The Mill District, Downtown, City parks, and the Catawba River.

5.2 MILES OF MULTIUSE PATHWAY HICKORY TRAIL

2



Lake Hickory
Mountain Bike Trails

3



Lowes Foods City Park

4



Downtown Hickory
Photo by Chad Austin

5



Renovated Lyerly Mill - Transportation Insight
Headquarters | Photo by Transportation Insight

6



Hollar Mill
Photo by Todd Bush

7



Lenoir-Rhyne University



TOOLS TO ACCOMPLISH THE GOALS:

Provide regional destinations along the river and downtown, and hospitality opportunities for quality of life events at those destinations:

- Build the City Walk, Riverwalk, and complete the Lackey project partnership at Rotary-Geitner Park to create regional destinations along the river and the downtown.
- Continue to work with the Hickory Downtown Development Association, SALT Block partners, and City brand partners to host events to bring the community and visitors to those destinations.
- Promote the Lake Hickory Mountain Bike Trails and the Hickory City Park Tennis Complex as regional destinations.

Promote healthy lifestyles:

- Build new amenities and enhance existing opportunities for lake activities, areas to walk and bike on the multiuse pathway, and future bike paths around the City creating connection to existing parks and mountain bike trails.
- Continue to promote Hickory as a destination for sports and recreational tournaments, including soccer, baseball, basketball, volleyball, and tennis.

18-Hour Downtown/Creating downtown housing opportunities:

- Upgrade Union Square and the City Walk to create better aesthetics, consistency, and brand awareness. Construct additional event and meeting space, outdoor seating and dining, public art displays, and improved lighting.
- Establish WiFi in the public spaces of the Central Business District.
- Encourage downtown businesses to increase their operating hours.
- Offer targeted development incentives aimed at increasing the number of housing units in the Central Business District.
- Offer targeted financial incentives for developers to comply with state building and fire codes as they relate to rehabilitation of existing buildings.

Neighborhood preservation:

- Pursue strategic purchases of blighted property and vacant lots to help maintain housing affordability and revitalize neighborhoods along the corridor.
- Preserve the value of the historic properties within the downtown, and along the multi-use pathway, through historic preservation grants and the expansion of the existing historic districts.
- Target City funding and grant availability for low to moderate income neighborhoods adjacent to the corridor.

Redevelop properties:

- Utilize, promote, and leverage existing state and federal programs that are available for the redevelopment of properties along the multiuse pathway, similar to those utilized for Moretz Mills, Hollar Mill, Transportation Insight, and Piedmont Wagon.

APPENDIX

CALCULATIONS & METHODOLOGY

Potential Commercial Square Footage & Jobs Calculations Methodology

- The first step was to create a one-quarter mile buffer around the proposed “Hickory Trail” pathway. All parcels that intersected the Trail were included in the analysis.
- Next, using GIS, the total number of acres within the one-quarter buffer was calculated by zoning type. Any parcels that included parks or zoned residential were eliminated from the analysis. Also, all parcels that were in historic districts (Oakwood Historic District), or are tax exempt, were excluded from the analysis.
- The remaining parcels are zoned either C-1 (Commercial), C-2 (Commercial), OI (Office Institutional), or IND (Industrial). For split zoning, the analysis will use the following order to determine how those parcels will be used in the analysis: any split parcels that include C-1 will be counted as C-1 zoning, any parcel that does not include C-1 zoning, but includes C-2 zoning, will be counted as C-2 zoning, any split zoning that does not include C-1 and C-2, but includes OI (zoning), will be counted as OI zoning.
- The next step in the analysis was to divide the remaining parcels by type of nonresidential zoning and whether or not the parcel is “vacant.” Please note that any parcels that solely contain a parking lot are not counted as vacant, since they will not be changed into other commercial uses.
- A total of 30% of the vacant, nonresidential land was removed to account for critical watershed.
- For the remaining zoned C-1 vacant land, the model assumed that 75% of the space is developable for new square footage. It is also assumed that three floors will be built on the remaining land. The model assumes that each floor will have the same square footage. The additional value per square foot in C-1 zonings equals \$60. The \$60 estimate was based on the current value per square foot of structures in C-1 zoning built after 1990. The number of new square feet was multiplied by \$60 to determine the total potential additional value of C-1 parcels that are currently vacant.
- For the remaining C-2 and OI zoned vacant land, the model assumed that 85% of the space is developable for new square footage. It is also assumed that two floors will be built on the remaining land. The model assumes that each floor will have the same square footage. The additional value per square foot in C-2 zonings equals \$40. The \$40 estimate was based on the current value per square foot of structures in C-2 zoning built after 1990. The number of new square feet was multiplied by \$40 to determine the total potential additional value in C-2 parcels that are currently vacant. The additional value per square foot in OI zonings equals \$65. The \$65 estimate was based on the current value per square foot of structures in OI zoning built after 1990. The number of new square feet was multiplied by \$65 to determine the total potential additional value of OI parcels that are currently vacant.
- For the remaining IND zoned (industrial) vacant land, the model assumed that 85% of the space is developable for new square footage. It is also assumed that one floor with the desired ceiling height will be built on the remaining land. The additional value per square foot in IND zonings equals \$25. The \$25 estimate was based on the current value per square foot of structures in IND zoning built after 1990. The number of new square feet was multiplied by \$25 to determine the total potential additional value of IND parcels that are currently vacant.
- The additional value from the four zoning types (C-1, C-2, OI and IND) were added together to determine the potential additional nonresidential property value for parcels that are currently vacant.
- Next, the year built was determined for all remaining parcels with buildings on them.

The areas immediately surrounding the Hickory Trail are composed of a variety of different zoning districts including residential, office, commercial, and industrial. The variety of districts affords countless possibilities for new development and redevelopment with noticeable opportunity for infill residential and mixed use developments with the Hickory Trail as a backdrop.

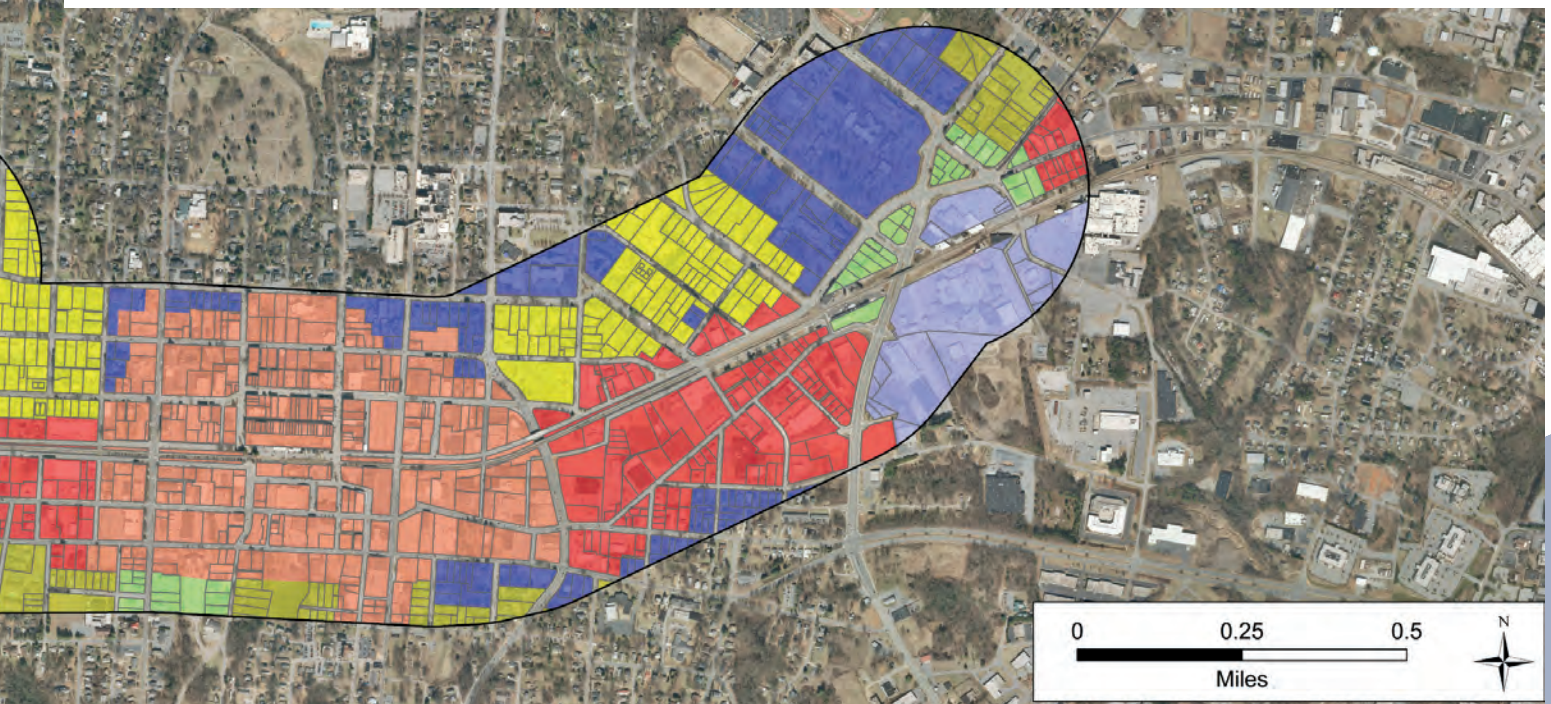
Zoning

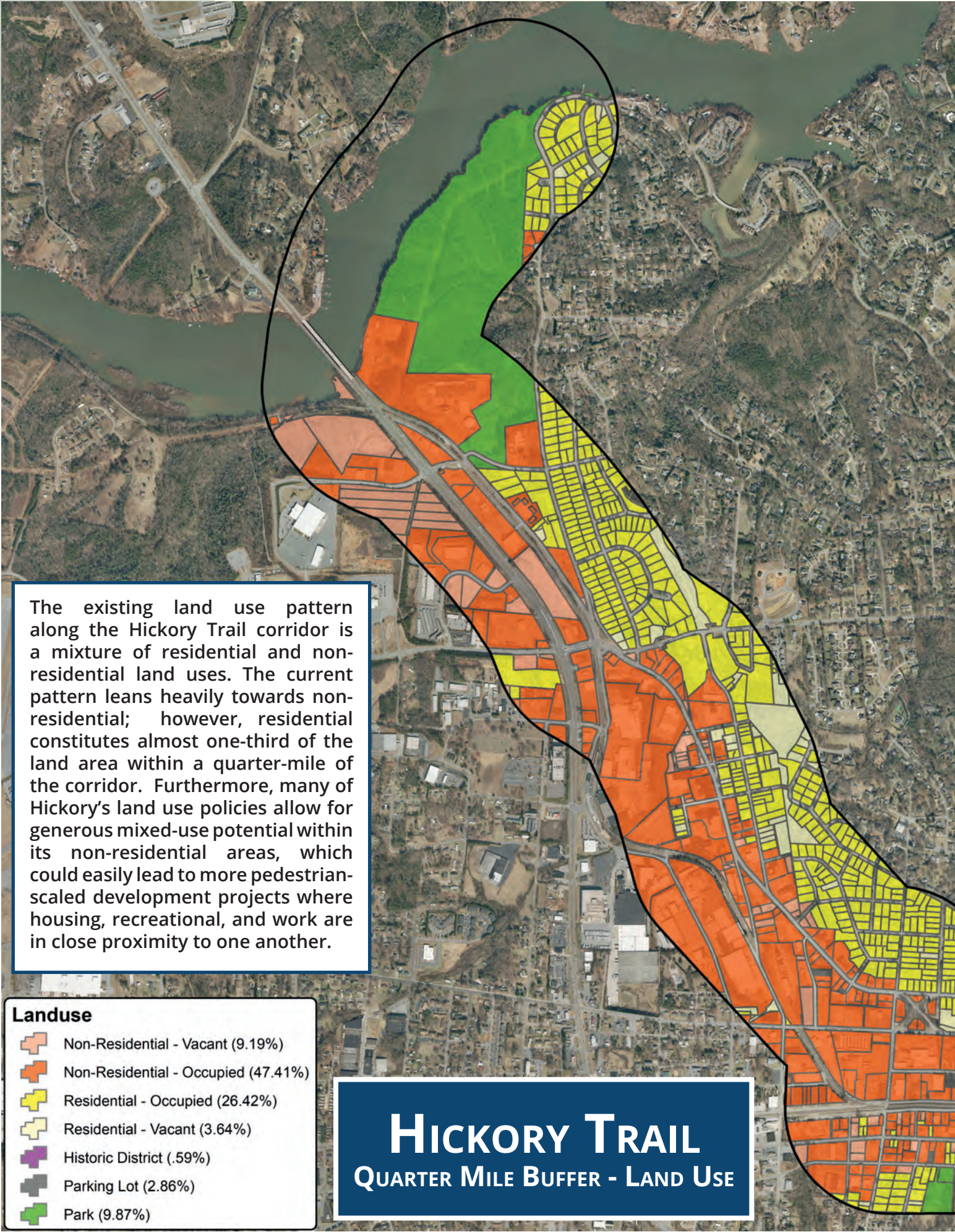
-  C-1 (Central Business District)
-  C-2 (General Business)
-  IND (Industrial)
-  NC (Neighborhood Center)
-  OI (Office Institutional)
-  PD (Planned Development)
-  R-2 (Medium Density Residential 1)
-  R-3 (Medium Density Residential 2)
-  R-4 (High Density Residential)

HICKORY TRAIL

QUARTER MILE BUFFER - ZONING








- For each zoning category (C-1, C-2, OI and IND), the remaining parcels with buildings on them were divided into three categories: (1) the structure was built after 1990, (2) the structure was built between 1970 and 1990, and (3) the structure was built before 1970.
- The model assumes that no changes in building value (no demolitions or extensive remodels) would occur to any parcels with structures built after 1990.
- The model assumes that structures built between 1970 and 1990 would eventually be demolished due to the age of the buildings, plus the buildings having no historical significance.
- A total of 30% of the nonresidential land which currently has structures built between 1970 and 1990 was removed to account for critical watershed.
- For the remaining C-1 zoned nonresidential land which currently has structures built between 1970 and 1990, the model assumes that 75 percent of the space is developable for new square footage. It is also assumed that three floors will be built on the remaining land. The model assumes that each floor will have the same square footage. The additional value per square foot in C-1 zonings equals \$60. The \$60 estimate was based on the current value per square foot of structures in C-1 zoning that were built after 1990. The number of new square feet was multiplied by \$60 to determine the total potential additional value of C-1 parcels that currently have a structure built between 1970 and 1990.
- For the remaining C-2 and OI zoned nonresidential land which currently has structures built between 1970 and 1990, the model assumes 85 percent of the space is developable for new square footage. It is also assumed two floors will be built on the remaining land. The model assumes each floor will have the same square footage. The additional value per square foot in C-2 zonings equals \$40. The \$40 estimate was based on the current value per square foot of structures in C-2 zoning built after 1990. The number of new square feet was multiplied by \$40 to determine the total potential additional value of C-2 parcels that currently have a structure built between 1970 and 1990. The additional value per square foot of OI zoning equals \$65. The \$65 estimate was based on the current value per square foot of structures in OI zoning that were built after 1990. The number of new square feet was multiplied by \$65 to determine the total potential additional value of OI parcels that currently have a structure built between 1970 and 1990.
- For the remaining IND zoned (industrial) nonresidential land which currently has structures built



An aerial photograph of a suburban area with a black outline tracing a corridor. The corridor is filled with colored polygons representing different land uses. A large green area is at the top left, followed by orange and yellow areas. The bottom right shows a dense grid of yellow and orange polygons. A text box is on the left, and a legend and title box are at the bottom left.

The existing land use pattern along the Hickory Trail corridor is a mixture of residential and non-residential land uses. The current pattern leans heavily towards non-residential; however, residential constitutes almost one-third of the land area within a quarter-mile of the corridor. Furthermore, many of Hickory's land use policies allow for generous mixed-use potential within its non-residential areas, which could easily lead to more pedestrian-scaled development projects where housing, recreational, and work are in close proximity to one another.

Landuse

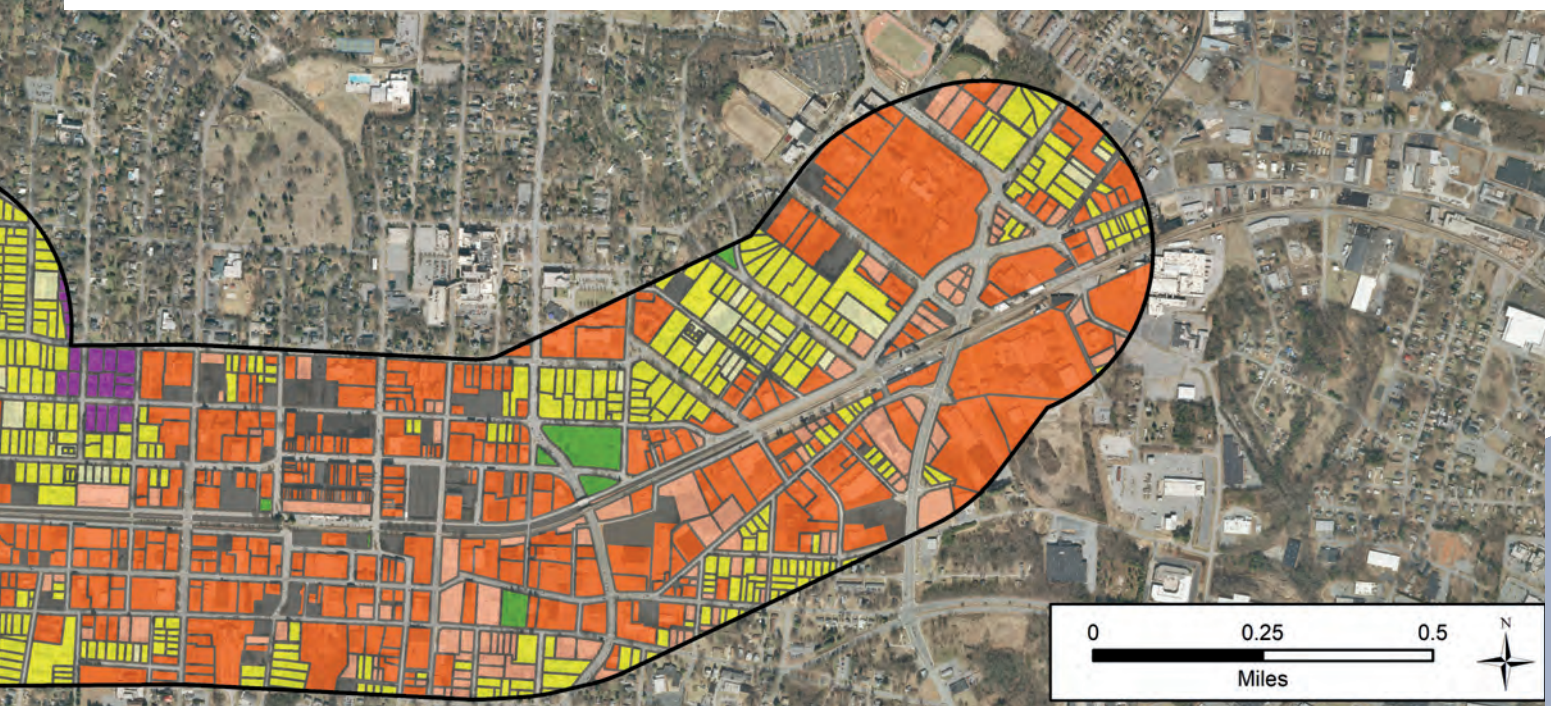
-  Non-Residential - Vacant (9.19%)
-  Non-Residential - Occupied (47.41%)
-  Residential - Occupied (26.42%)
-  Residential - Vacant (3.64%)
-  Historic District (.59%)
-  Parking Lot (2.86%)
-  Park (9.87%)

HICKORY TRAIL

QUARTER MILE BUFFER - LAND USE

between 1970 and 1990, the model assumes 85 percent of the space is developable for new square footage. It is also assumed one floor with the desired ceiling height will be built on the remaining land. The additional value per square foot of IND zonings equals \$25. The \$25 estimate was based on the current value per square foot of structures in IND zoning that were built after 1990. The number of new square feet was multiplied by \$25 to determine the total potential additional value of IND parcels that currently have a structure built between 1970 and 1990.

- The additional values from the four zoning types (C-1, C-2, OI and IND) were added together to determine the potential additional nonresidential property value for parcels with structures built between 1970 and 1990.
- The model assumes that structures built before 1970 would eventually be remodeled due to the age of the building and potential historical significance. The following structures: The Block 108, Hickory Station, The Warehouse, Armory, The Jackson Group Building, Moretz Mills, Transportation Insight, Old Hickory Mill Park, Piedmont Wagon Building and Hollar Mill have already been remodeled, so it assumed that they will not be remodeled again for the analysis.
- For the remaining C-1 zoned nonresidential land which currently has structures built before 1970, the model assumes the square footage inside the parcels will remain the same. The remodel value per square foot in C-1 zonings equals \$56. The \$56 estimate was based on the current value per square foot of structures in C-1 zoning that have been remodeled since 2000. The number of remodeled square feet was multiplied by \$56 to determine the total potential additional value of C-1 parcels that currently have a structure built before 1970.
- For the remaining C-2 and OI zoned nonresidential land which currently has structures built before 1970, the model assumes that the square footage inside the parcels will remain the same. The remodel value per square foot in C-2 and OI zonings equals \$61. The \$61 estimate was based on the current value per square foot of structures in C-1 zoning that have been remodeled since 2000. The number of remodeled square feet was multiplied by \$61 to determine the total potential additional value in C-2 and OI parcels that currently have a structure built before 1970.
- For the remaining IND zoned (industrial) nonresidential land which currently has structures built between 1970 and 1990, the model assumes the square footage inside the parcels will remain the same. The remodel value per square foot in IND zonings equals \$25. The \$25 estimate was based on the current value per square foot of structures in IND zoning built since 1990. The number of



remodeled square feet was multiplied by \$25 to determine the total potential additional value of IND parcels that currently have a structure built before 1970.

- The additional values from the four zoning types (C-1, C-2, OI and IND) were added together to determine the potential additional nonresidential property value for parcels with structures built before 1970.
- The additional value from commercial/office/industrial construction on vacant land was added to commercial/office/industrial construction on parcels with structures built 1970 and 1990 and before 1990 to determine the total potential additional nonresidential property value within the Hickory Trail buffer. To be conservative, 50 percent of the total potential additional nonresidential property value within the buffer was used in the final analysis.
- The number of additional jobs was calculated using the following formula: number of occupied nonresidential square footage in the Trail buffer/number of jobs in the Trail equals number square foot per job in the Trail area times the amount of potential new square footage in the Trail = number of potential new jobs along the Trail. For remodeled square footage, the model assumes jobs would be added at a rate of one job per 891.3 square feet on top of the jobs that may already exist in these structures.
- To be conservative, 50 percent of the jobs potential number was used in the final analysis.

Potential Commercial Development Calculations

Potential New Nonresidential Square Footage & Additional Property Value of Vacant Nonresidential Zoned Properties in the Hickory Trail Area (One-Quarter Mile Buffer)

Zoning Type	Number of Acres	New Square Footage	Additional Property Value*
C-1	6.35	435,687	\$32,676,525
C-2	32.20	1,669,132	\$66,765,280
OI	10.78	558,788	\$42,467,888
IND	104.09	2,697,845	\$67,446,125
Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	153.42	5,361,452	\$209,355,818
50% of Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	76.71	2,680,726	\$104,677,909

*Property value calculations do not include impacts of property value on equipment or machinery. Model excludes any impacts from tax exempt property.

Potential New Nonresidential Square Footage and Additional Property Value of Nonresidential Zoned Parcels with Structures Built between 1970 and 1990 in the Hickory Trail Area (One-Quarter Mile Buffer)
(Assumes that Structures built between 1970 and 1990 are Removed and Replaced with New Structures)

Zoning Type	Number of Acres	Net Gain of New Square Footage	Additional Property Value*
C-1	21.57	1,024,005	\$90,172,925
C-2	56.44	2,282,222	\$101,531,760
OI	5.35	236,196	\$19,240,452
IND	63.01	1,278,510	\$36,453,100
Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	146.37	4,820,933	\$247,398,237
50% of Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	73.19	2,410,467	\$123,699,119

*Property value calculations do not include impacts of property value on equipment or machinery. Model excludes any impacts from tax exempt property.

Potential Remodeled Nonresidential Square Footage and Additional Property Value of Nonresidential Zoned Parcels with Structures Built before 1970 in the Hickory Trail Area (One-Quarter Mile Buffer) (Assumes that structures built before 1970 will be remodeled)

Zoning Type	Number of Acres	Remodeled Square Footage	Additional Property Value*
C-1	57.74	2,460,690	\$33,695,200
C-2	121.62	981,711	\$46,164,349
OI	28.32	250,290	\$5,924,840
IND	133.02	1,045,552	\$13,400,700
Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	340.70	3,738,243	\$99,185,089
50% of Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	170.35	1,869,122	\$49,592,549

*Property value calculations do not include impacts of property value on equipment or machinery. Model excludes any impacts from tax exempt property.

Total Potential New/Remodeled Nonresidential Square Footage and Additional Property Value of Nonresidential Zoned Parcels in the Hickory Trail Area (One-Quarter Mile Buffer)

Zoning Type	Number of Acres	New/Remodeled Square Footage	Additional Property Value*
C-1	85.66	3,920,382	\$156,544,650
C-2	210.26	4,933,065	\$214,461,389
OI	44.45	1,045,274	\$67,633,180
IND	300.12	5,021,907	\$117,299,925
Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	640.49	14,920,628	\$555,939,144
50 % of Net Maximum Total Nonresidential Acres, Square Footage and Additional Property Value	320.25	7,460,314	\$277,969,572

*Property value calculations do not include impacts of property value on equipment or machinery. Model excludes any impacts from tax exempt property.

Job Potential Analysis in the Hickory Trails Area (One-Quarter Mile Buffer)

Current Square Footage in the Hickory Trail that is Not Tax Exempt	5,698,929
Estimated Total Number of Jobs In Hickory Trail*	7,612
Estimated Total Number of Jobs in Hickory Trail that are not Working in Tax Exempt Parcels	6,394
Square Footage Per Job in Hickory Trail that are not Working in Tax Exempt Parcels	891.3
Total New or Remodeled Square Footage (Non Exempt Parcels Only)	13,920,628
Net Potential Number of New Jobs**	15,618
50% of Net Potential Number of New Jobs	7,809
Potential New Jobs Rounded to the Nearest 1,000	8,000

*Job estimates based on InfoUSA Job Data. **For remodeled square footage portion of the total square footage (3,738,243), the model assumes that jobs would be added at a rate of one job per 891.3 square feet on top of the jobs that may already exist in these structures.

Hickory Trail Area (One-Quarter Mile Buffer) Potential Residential Housing Calculations Methodology

- The first step was to create a one-quarter mile buffer around the proposed “Hickory Trail” pathway. All parcels that intersected the Trail buffer were included in the analysis.
- Next, using GIS, the total number of acres within the one-quarter mile buffer was calculated by zoning type. Any parcels that included parks or zoned industrial/manufacturing (IND) or Neighborhood Commercial (NC) were eliminated from the analysis. Also, all parcels located in historic districts (Oakwood Historic District) were excluded from the analysis.

- For the R-2 zoning district, all remaining R-2 parcels that have been developed were eliminated from the analysis.
- For the analysis, 10 percent of all the remaining acres zoned C-2 (Commercial) or Office-Institutional (OI) were included in the analysis. It is assumed that the remaining 90% of the area would be used for nonresidential purposes, and was therefore excluded from the analysis.
- For the analysis, 25 percent of all the remaining acres zoned C-1 (Commercial) were included in the analysis. It is assumed that the remaining 75 percent of acres would be used for nonresidential purposes, and were therefore excluded from the analysis.
- All remaining acres zoned R-3 and R-4 were included in the analysis, whether they are currently vacant or not. It is assumed new residential development could occur on these parcels even if a structure currently exists on the parcel.
- Next, 30% of all remaining acreage was removed from the analysis to account for critical watershed issues.
- For the analysis, a high-density scenario was used to determine the maximum number of units per acre for the remaining vacant R-2 (4 units per acres), R-3 (8 units per acre), R-4 (20 units per acres), C-2/OI (30 units per acre), and C-1 (50 units per acre) acreage.
- Next, the maximum number of housing units was calculated for each zoning type. These were added together to determine the number of new housing units. The net gain in housing units was determined by subtracting the existing housing units in R-3, R-4, C-2/OI and C-1 areas to avoid double counting. The resulting calculation is the net number of additional housing units that could potentially be added in the one-quarter mile buffer of the Hickory Trail.
- The next part in the process was to determine potential population growth along the Hickory Trail. The first step was to remove 10 percent of the additional potential housing units in the Hickory Trail buffer. It is assumed that at any given time 10 percent of the new housing units would be vacant.
- The remaining housing units were then multiplied by 2.00, which is the number of persons per household living in multi-family housing, according to City of Hickory results from the 2012-2016 American Community Survey. This calculation yields the potential net population gain along the Hickory Trail.
- The next part of the process was to determine the additional property value generated within the Hickory Trail buffer. For the analysis, it is assumed that 5 percent of the homes will be single-family dwellings, and the remaining 95 percent will be multi-family units (townhomes and apartments).
- The number of potential additional single-family homes was multiplied by \$250,000 per unit to determine additional property value from new single-family construction.
- The number of potential additional multi-family homes was multiplied by \$100,000 per unit to determine additional property value from new multi-family construction.
- The additional value from single-family construction was then added to the additional value from additional multi-family construction to determine the potential additional residential property value within the Hickory Trail buffer. To be conservative, 50 percent of the total potential additional residential property value within the buffer was used in the final analysis.

Hickory Trail Area (One-Quarter Mile Buffer) Potential Residential Housing Calculations

Total Potential New/Remodeled Nonresidential Square Footage and Additional Property Value of Nonresidential Zoned Parcels in the Hickory Trail Area (One-Quarter Mile Buffer)

Zoning Type	Maximum Acres Per Unit	Number of Acres	Maximum Number of Housing Units
R-2 (Vacant Only)	4	5.8	23
R-3	8	146	1,168
R-4	20	44	880
10% of C-2/OI	30	16.8	504
25% of C-1	50	24	1,200
Total Housing Units			3,775
Less Existing Housing Units in R-3, R-4, C-2/OI and C-1			462
Net Maximum Additional Potential Housing Units in Hickory Trail Area (One-Quarter Mile Buffer)			3,313
50% of Maximum Additional Potential Housing Units in Hickory Trail Area (One-Quarter Mile Buffer)			1,657
Potential New Housing Units (Rounding)			1,750

Potential New Housing Units in the Hickory Trail Area (One-Quarter Mile Buffer)

Net Additional Potential Housing Units	3,313
Less Average Percentage of Vacant Housing Units (10%)	331
Net Additional Potential Occupied Housing Units	2,982
Persons per Occupied Multi-Family Housing Unit (2012-2016 American Community Survey)	2.00
Net Additional Population Gain	5,964
50% of Net Additional Population Gain	2,982
Rounded Potential Population Gain (1,750 HU X 2 persons per multi-family housing unit)	3,500

Potential Additional Property Value in the Hickory Trail Area (One-Quarter Mile Buffer)

Net Additional Potential Housing Units	3,313
Net Additional Potential Single Family Housing Units	166
Average Value per Single Family Housing Unit	\$250,000
Additional Potential Single Family Property Housing Value	\$41,500,000
Net Additional Potential Single Family Housing Units	3,147
Average Value per Multi Family Housing Unit	\$100,000
Additional Potential Multi Family Property Housing Value	\$314,700,000
Total New Residential Property Value	\$356,200,000
50% of Total New Residential Property Value	\$178,100,000

Total Private Investment Calculations

50% of Total New Residential Property Value	\$178,100,000
50% of Net Maximum Total Nonresidential Additional Property Value	\$277,969,572
Total Private Investment	\$456,069,572
Total Private Investment Rounded to the Nearest \$100 Million	\$500,000,000

HICKORY TRAIL

A catalyst for economic growth and revitalization designed to achieve the following goals by 2035:



\$500 MILLION
PRIVATE
INVESTMENT



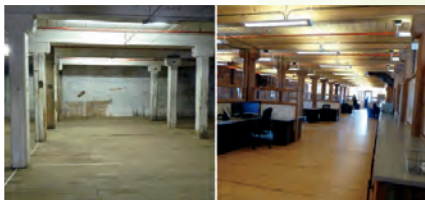
8,000
NEW JOBS



1,750
NEW HOUSING
UNITS



3,500
INCREASE IN
POPULATION



- Redevelop idle commercial and industrial properties to maximize underutilized assets.



- Provide opportunities to create regional destinations along the river and downtown.



- Focus on downtown housing, and establish an eighteen-hour downtown, attracting new citizens, including those from a younger demographic.



- Promote a healthy lifestyle with opportunities for walking, biking, canoeing, mountain biking, etc.



- Provide hospitality opportunities and linkages to quality of life events downtown, in the City's parks, restaurants, and the SALT Block.



- Preserve values and aesthetics in existing neighborhoods along the corridor.

**REQUEST FOR BOARD ACTION
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS
POLICY BOARD**

MEETING DATE: January 22, 2019

SUBJECT: FY2019-20 WPCOG Assessments for Local Governments

PRESENTER: Anthony W. Starr, Executive Director

ATTACHMENTS: 1. Proposed Assessments Table
2. Narrative (Descriptions of Assessments)

SUMMARY OF REQUEST:

Each year, the WPCOG assesses dues to its local governments. The proposed assessments for FY20 reflect a 0.6% increase in population and a total increase of assessments of 12.8%. The total increase is primarily attributed to the planned second phase of a general dues increase and a required MPO dues increase.

Last year, the WPCOG Policy Board unanimously approved a 10-cent increase to 60 cents per capita for FY2018-19 with two additional increases anticipated. The attached table reflects the new general dues rate of 70 cents per capita. Prior to last year, the last dues increase occurred in 1997. The increase in assessments provide additional funds for implementation of the Comprehensive Economic Development Strategy (CEDS), project development and grant writing, Regional Data Center services, and Area Agency on Aging administration. These increases are intended to reach the target for total additional funds of \$100,000 (\$36,725 last year plus about \$63,000). Minor annual increases, for inflation, are anticipated after the third phased increase. This 3-phase set of increases to 80 cents per capita will restore the per capita value of WPCOG dues when adjusted for inflation back to 1997.

The assessments also include the required dues for MPO (RPO merged into MPO) per federal and state requirements. The NC Department of Transportation has provided direction to all MPOs in the state regarding increased match requirements and federal funding. The attached table reflects an 11.9% increase in MPO dues as a result. The additional funds will directly benefit transportation efforts of local governments through additional support by MPO staff.

The attached table shows all the assessments including the required Water Resources dues (2.5% increase) and optional dues for Sister Cities and the Alliance for Innovation.

BOARD ACTION REQUESTED: Staff requests Policy Board review and approve the FY2019-20 assessments.

Suggested Motion: *I move that the Board approve the assessments as presented.*



WESTERN PIEDMONT COUNCIL OF GOVERNMENTS



Creative Regional Solutions Since 1968

FISCAL YEAR 2019 - 2020 ASSESSMENTS

Creative Regional Solutions Since 1968

Local Government	2017 State Planning Population *	Assesments X .70 Per Capita	2010 MPO Population **	MPO PL	MPO FTA	2019-2020 Water Resources ***	TOTAL WPCOG ASSESSMENTS	Sister Cities	Alliance for Innovation	TOTAL WITH NON-WPCOG OPTIONS
Alexander County	36,060	\$25,242.00	35,100	\$13,116.18	\$518.58	\$5,521.15	\$44,397.91	\$500.00	\$875.00	\$45,772.91
Taylorsville	2,146	\$1,502.20	2,098	\$783.98	\$31.00	\$328.57	\$2,645.75	\$500.00	\$350.00	\$3,495.75
Burke County	59,353	\$41,547.10	59,578	\$22,263.12	\$880.23	\$9,087.55	\$73,778.00		\$1,750.00	\$75,528.00
Connelly Springs	1,665	\$1,165.50	1,669	\$623.67	\$24.66	\$254.93	\$2,068.76		\$350.00	\$2,418.76
Drexel	1,841	\$1,288.70	1,858	\$694.30	\$27.45	\$281.88	\$2,292.33		\$350.00	\$2,642.33
Glen Alpine	1,554	\$1,087.80	1,517	\$566.87	\$22.41	\$237.93	\$1,915.01		\$350.00	\$2,265.01
Hildebran	1,996	\$1,397.20	2,023	\$755.95	\$29.89	\$305.61	\$2,488.65		\$350.00	\$2,838.65
Morganton	16,969	\$11,878.30	16,918	\$6,321.92	\$249.95	\$2,598.13	\$21,048.30	\$500.00	\$638.75	\$22,187.05
Rutherford College	1,388	\$971.60	1,341	\$501.11	\$19.81	\$212.52	\$1,705.04		\$350.00	\$2,055.04
Valdese	4,465	\$3,125.50	4,490	\$1,677.82	\$66.34	\$683.64	\$5,553.30	\$500.00	\$350.00	\$6,403.30
Caldwell County	44,148	\$30,903.60	43,501	\$16,255.46	\$642.70	\$6,759.51	\$54,561.27		\$1,750.00	\$56,311.27
Cajah's Mountain	2,743	\$1,920.10	2,823	\$1,054.90	\$41.71	\$419.98	\$3,436.69		\$350.00	\$3,786.69
Cedar Rock	292	\$204.40	300	\$112.10	\$4.43	\$44.71	\$365.64		\$350.00	\$715.64
Gamewell	4,046	\$2,832.20	4,051	\$1,513.78	\$59.85	\$619.48	\$5,025.31		\$350.00	\$5,375.31
Granite Falls	4,643	\$3,250.10	4,722	\$1,764.52	\$69.77	\$710.89	\$5,795.28		\$350.00	\$6,145.28
Hudson	3,954	\$2,767.80	3,776	\$1,411.02	\$55.79	\$605.40	\$4,840.01		\$350.00	\$5,190.01
Lenoir	17,841	\$12,488.70	18,228	\$6,811.44	\$269.31	\$2,731.64	\$22,301.09		\$638.75	\$22,939.84
Rhodhiss	1,093	\$765.10	1,070	\$399.84	\$15.81	\$167.35	\$1,348.10		\$350.00	\$1,698.10
Sawmills	5,186	\$3,630.20	5,240	\$1,958.08	\$77.42	\$794.03	\$6,459.73		\$350.00	\$6,809.73
Catawba County	85,463	\$59,824.10	83,535	\$31,215.38	\$1,234.18	\$13,085.26	\$105,358.92		\$2,625.00	\$107,983.92
Brookford	373	\$261.10	382	\$142.75	\$5.64	\$57.11	\$466.60		\$350.00	\$816.60
Catawba	604	\$422.80	603	\$225.33	\$8.91	\$92.48	\$749.52		\$350.00	\$1,099.52
Claremont	1,461	\$1,022.70	1,352	\$505.22	\$19.98	\$223.69	\$1,771.59		\$350.00	\$2,121.59
Conover	8,412	\$5,888.40	8,165	\$3,051.10	\$120.63	\$1,287.96	\$10,348.09		\$350.00	\$10,698.09
Hickory	40,638	\$28,446.60	40,010	\$14,950.95	\$591.12	\$6,222.09	\$50,210.76	\$500.00	\$875.00	\$51,585.76
Long View	4,857	\$3,399.90	4,871	\$1,820.20	\$71.97	\$743.66	\$6,035.73		\$350.00	\$6,385.73
Maiden	3,390	\$2,373.00	3,308	\$1,236.13	\$48.87	\$519.04	\$4,177.04		\$350.00	\$4,527.04
Newton	13,009	\$9,106.30	12,968	\$4,845.88	\$191.59	\$1,991.81	\$16,135.58		\$638.75	\$16,774.33
TOTALS	369,590	\$258,713.00	365,497	\$136,579.00	\$5,400.00	\$56,588.00	\$457,280.00	\$2,500.00	\$16,791.25	\$476,571.25

* Dues Per Capita are based on population figures from the NC Office of State Planning for 2017.

** Dues for the MPO are based on population figures from the 2010 US Census because these population figures were the basis for the MPO boundaries.

*** Water Resources Dues are shared between our regional local governments based on population figures from the NC Office of State Planning for 2017.

GRAND TOTAL	\$476,571.25
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FY 2019-20 WPCOG Dues Assessments Narrative

As directed by the WPCOG Policy Board, **Member Dues and Special Program Assessments** are calculated using 2017 population estimates from the NC Office of State Planning. Municipal population is subtracted from the county's total population, and counties pay the remainder or non-municipal portion based on 70 cents per capita. Dues for municipalities are also calculated at 70 cents per capita based on their total population.

MPO assessments are based on the 2010 census which determines the urbanized and non-urbanized areas.

MPO-PL column is the matching requirement for local governments within the Greater Hickory MPO Planning Boundary, based on 2010 city, town, or unincorporated county population. These matching funds are 20 percent of the total PL funds in the Unified Planning Work Program (UPWP) for the MPO for FY 2019-20. The MPO planning function is a federally mandated activity to maintain highway funds eligibility. Increased PL federal funds require a corresponding increase in local matching funds. The UPWP proposes allocating this increase into activities (data, mapping, planning, and public involvement) that directly support area local governments.

The **MPO-FTA** column represents matching funds for public transit planning for the entire area of the Hickory-Morganton-Lenoir MSA. These funds are 10 percent of the total costs for transit elements within the UPWP, which includes planning for the Western Piedmont Regional Transit Authority.

The **Water Resources** program focuses on protecting the integrity of our region's water resources to meet the needs of current and future generations. The Western Piedmont Water Resources Committee serves an advisory role for the region's local governments and the Western Piedmont Council of Government's Policy Board. Assessments support staff involvement in activities that include but are not limited to: oversight for water resource programs, grants and projects; watershed planning; regulatory compliance; technical support related to legislation and water policy; water education and outreach; and development and maintenance of partnerships at the local, state and federal level to support these efforts.

Note: Participation in the following programs is on a voluntary basis.

Sister Cities. All cities and counties are eligible to participate in this program. Annual dues of \$500 are used to host visitors and other activities related to exchanges with a Sister Region in

WPCOG Dues Assessments Narrative FY 2019-20

Page 2

Altenburg, Germany. Each member government appoints two representatives to the Western Piedmont Sister Cities Association. The WPSCA sponsors events with German food and entertainment to celebrate the region's German heritage. The most recent project involved an exchange of government officials and educators who came to the region to promote student and faculty exchanges between several schools in this area and schools in Altenburg. There is discussion about a visit to Altenburg related to green technology and an upcoming musical exchange. Other exchanges have involved the Hickory Museum of Art, Catawba Science Center, educators, physicians, government staff, business leaders, musicians, youth soccer teams, etc. The WPSCA is hoping to develop an additional partnership and continues to encourage member governments to pursue their own sister city. Please let us know if your local government would like to join us as a new member.

The **Alliance for Innovation** (formerly Carolinas Innovation Group) is a research, data and training group for local governments. The Alliance provides information on innovative ideas and products of interest to local governments, as well as training and a forum for networking with other local government officials. Municipalities and counties have the opportunity to be included in a regional membership and take advantage of a group discount rate. The Alliance for Innovation column on the attachment lists the calculated dues for all local governments. This year includes a modest increase but still represents only 35% of the cost if a local government joined the Alliance for Innovation individually. Municipalities and counties have an option as to whether they wish to participate. Please let us know if your local government is interested in joining.

The attached table of funding requests represents all the amounts that will be requested by WPCOG, unless local governments agree to add other programs. A separate communication will be transmitted regarding amounts for any contracts your local government has with the WPCOG for technical assistance or grant administration.

**REQUEST FOR BOARD ACTION
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS
POLICY BOARD**

MEETING DATE: January 22, 2019

SUBJECT: Workforce Development One-Stop Partner Memorandum of Understanding

PRESENTER: Wendy Johnson, Director of Workforce Development

ATTACHMENTS: Workforce Development One-Stop Partner MOU

SUMMARY OF REQUEST:

As a requirement of the Workforce Innovation and Opportunity Act, Public Law 113-128, the local Workforce Development Board, with the agreement of the Policy Board, shall develop and enter into a Memorandum of Understanding (MOU) between the local Workforce Development Board and the One-Stop Partners, concerning the operation of the One-Stop delivery system on an annual basis.

- One-stop partners, including human service programs, must enter into an MOU with the local workforce board relating to the operation of the one-stop centers.
- MOUs must detail the services that the one-stops will provide and how they will be coordinated with partner resources and delivered. MOU's must also detail the operational and service costs and how the system will be funded. (20 CFR 678.730)

This agreement is renewed annually and is very similar to the previous MOU approved by the Policy Board January 23, 2018

BOARD ACTION REQUESTED: Staff requests the Policy Boards' approval of the One Stop Partner Memorandum of Understanding as presented.

Suggested Motion: *I move that the Policy Board approve the One Stop Partner Memorandum of Understanding.*

Memorandum of Understanding

The Western Piedmont Workforce Development Board, with the agreement of the Chief Elected Official, shall develop and enter into this Memorandum of Understanding between the Western Piedmont Workforce Development Board and the Western Piedmont NCWorks One-Stop Partners under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system with the Western Piedmont Local Area (WPLA), to include Alexander, Burke, Caldwell and Catawba Counties.

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each One-Stop Partner as mutually agreed by the parties for the operation of the One-Stop Delivery System in the Local Workforce Development Board (LWDB) area as required under the Workforce Innovation and Opportunity Act, Section 121(c).

WIOA requires local boards in each local area, with the agreement of the chief local elected officials, to establish a One-Stop Delivery System and conduct oversight of that system.

WIOA Section 121(c) requires that each LWDB area, with the agreement of the Area's Chief Elected Official (CEO), develop and enter into a memorandum of understanding between the local board and the One-Stop Partners, with all the entities that serve as partners in the One-Stop Delivery System that operates in each LWDB's local area. (WIOA Section 121 (b)(1)(A)(iii).

II. Required One-Stop Partners WIOA 121 (b)(1)(B)

- a. Programs authorized under Title I Adult, Dislocated Workers, and Youth
 - *Ross Innovative Employment Solutions*
 - *Not Applicable: Job Corps, Youth Build, National Farmworkers Jobs Programs and Native American Programs*
- b. Programs authorized under the Wagner-Peyser Act
 - *North Carolina Division of Workforce Solutions (DWS)*
- c. Adult education and literacy activities authorized under title II;
 - *Burke Literacy Council*
 - *Caldwell Community College & Technical Institute (CCC&TI)*
 - *Catawba Valley Community College (CVCC) and Alexander Campus*
 - *Western Piedmont Community College (WPCC)*
- d. Programs authorized under title I of the Rehabilitation Act of 1973
 - *North Carolina Vocational Rehabilitation (VR)*
- e. Activities authorized under title V of the Older Americans Act of 1965
 - *Blue Ridge Community Action (BRCA)*
- f. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
 - *Caldwell Community College & Technical Institute (CCC&TI)*
 - *Catawba Valley Community College (CVCC) and Alexander Campus*
 - *Western Piedmont Community College (WPCC)*
- g. Activities authorized under chapter 2 of title II of the Trade Act of 1974
 - *North Carolina Division of Workforce Solutions (DWS)*
- h. Activities authorized under chapter 41 of title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans
 - *North Carolina Division of Workforce Solutions (DWS)*

- i. Programs authorized under section 212 of the Second Chance Act of 2007 (Reentry Employment Opportunities [REO])
 - *Not applicable in the Western Piedmont Workforce Local Area*
- j. Employment and training activities carried out under the Community Services Block Grant Act
 - *I-CARE, Inc Community Action Partnership*
- k. Employment and training activities carried out by the Department of Housing and Urban Development;
 - *Not applicable in the Western Piedmont Workforce Local Area*
- l. Programs authorized under State unemployment compensation laws
 - *North Carolina Department of Commerce-Division of Employment Security (DES)*
- m. Programs authorized under section 212 of the Second Chance Act of 2007; and
 - *Not applicable in the Western Piedmont Workforce Local Area*
- n. Programs authorized under part A of title IV of the Social Security Act: Temporary Assistance For Needy Families
 - *Alexander County Department of Social Services-Work First*
 - *Burke County Department of Social Services-Work First*
 - *Caldwell County Department of Social Services-Work First*
 - *Catawba County Department of Social Services-Work First*

III. Roles and Responsibilities WIOA Section 121 (b)(1)(A)

Each required partner(s) of the One-Stop Delivery System shall:

- a. Provide access through the One-Stop Delivery System, including making the career services (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and addressing the needs of those with barriers to employment (**See Attachment D**) that are applicable to the program or activities available at the One-Stop Centers (WPLA NCWorks Career Centers); (**See Attachment A: Services and Processes**)
- b. Use a portion of the funds available for the program and activities to maintain the One-Stop Delivery System, including payment of the infrastructure costs of the One-Stop Centers (WPLA NCWorks Career Centers);
- c. Enter into a local Memorandum of Understanding (shown by signature on this document) with the Western Piedmont Workforce Development Board, relating to the operation of the One-Stop Delivery System in the WPLA;
- d. Participate in the operation of the One-Stop Delivery System, consistent with the terms of this Memorandum of Understanding, the requirements of WIOA, and the requirements of the Federal laws authorizing the program or activities.
- e. Use a common One-Stop Delivery System identifier (in North Carolina this is the NCWorks Career Centers)

IV. Costs of Services

- a. Infrastructure cost budget is in Attachment F, Infrastructure Funding Agreement.
- b. All One-Stop partners are identified in Section I of this MOU.

- c. Any necessary modifications will be done at the State level
- d. The process to reach consensus for the IFA is done at the State level
- e. The WPWDB Local Area will follow TEGL 17-16, Section 10, Steps 1 – 3, in the event consensus cannot be reached among local partners (where applicable) to resolve issues related to infrastructure funding.

V. Funding Definitions

- a. Cash and In-Kind for Ongoing One-Stop Delivery System Operation
 - Staff time career guidance/counseling in the resource area.
 - Staff time to assist with recruitment events and/or job fair
 - Provision of copy paper, pens, pencils, notebooks.....etc
 - Staff assistance to administer job getting workshops
- b. Infrastructure Costs One-Stop Centers
 - The funds provided under this paragraph by each One-Stop Partner shall be provided only from funds available for the costs of administration under the program administered by such partner, and shall be subject to the program's limitations with respect to the portion of funds under such program that may be used for administration. Where applicable, the NCWorks Career Center(s) in the WPLA may provide desk space, and use of equipment such as phone, printer, copier, fax to partner agency staff, through a cost-sharing agreement. This does not include partner staff salaries, benefits, travel, and long distance telephone costs. **(Examples included in Attachment B)**
 - The local Infrastructure Funding Agreement (IFA) **Attachment F**, is a required component of this MOU and not a separate document. (non-personnel cost covered in IFA)
- c. Contribute to resource sharing as the means to sustain integrated service delivery as required by the local One-Stop System offering universal access to employment and training programs. **See Attachment C: Resource Sharing Agreement.**

VI. Methods of Referrals

Refer individuals between the One-Stop Operator and the One-Stop Partners for appropriate services and activities:

- a. Both business and job seeker customers need to access One-Stop System services that provide them with the optimum utilization of available partner and community resources and lead to successful outcomes.
- b. Staff work to connect customers as quickly as possible to partners through referral processes that are impartial and designed to rapidly and efficiently meet the customer's individual needs. These methods of referral include a coordinated and integrated approach to common intake procedures, career services, business services, and data sharing among system partners.
- c. Referrals must include the assurance that individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop Delivery System. **(See Attachment D)**

VII. Certification and Continuous Improvement

The Parties herein shall comply with established Certification and Continuous Improvement Criteria established by the State board, in consultation with Chief Elected Officials and local boards. The objective criteria and procedures for use by local boards in assessing at least once every 3 years the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of One-Stop centers and the One-Stop delivery system. (See North Carolina's, [NCWorks Career Center Certification Criteria](#)) The WPWDB Local Area Career Centers received full Certification, May 2018 to successfully fulfill the 3 year assessment requirements.

VIII. Performance and Accountability

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop Center in accordance with the goals, objectives and performance measures of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop Performance Measures. (See Attachment E: Joint Responsibilities)

IX. Confidentiality of Information

Exchange of information among partners is encouraged and expected. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Each partner agrees to collect and share information necessary to track the performance of the One-Stop Center in accordance with provisions of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and accompanying regulations.

X. Monitoring and Oversight

The Chief Elected Official, the Workforce Development Board, the Division of Workforce Solutions, United States Department of Labor, and local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained, and that the MOU terms and conditions are being fulfilled. The partners shall permit on-site visits and reviews by the above mentioned agencies or their designee.

XI. Disputes

The parties shall first attempt to resolve any disputes informally. Any party shall call a meeting of the partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the local Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The executive committee shall attempt to mediate and resolve the dispute. Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with agreed upon WIOA grievance procedures.

XII. Duration

This MOU shall remain in effect until terminated by the repeal of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, or otherwise by action of law.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 60-calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all

parties at the addresses shown within this MOU, and to the contact persons so listed, considering any information updates received by the parties.

Should any One-Stop Partners withdraw, this MOU shall remain in effect with respect to the remaining Partners until a new MOU is executed or the end of the current federal program year (July through June).

The Workforce Development Board reserves the right to terminate the participation of any partner upon 60-days notice if the partner's actions are inconsistent with the terms and conditions of this memorandum of understanding.

This memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services. [WIOA 121]

XIII. Modification and Assignment

This MOU may be modified at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. Any assignee shall also commit in writing to the terms of this MOU.

Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

SERVICES AND PROCESSES
Western Piedmont Local Area NCWorks One-Stop System

Under WIOA, the One-Stop Career Centers are measured by their effectiveness, accessibility, and continuous improvement as it relates to their ability to achieve negotiated performance levels, integrate available services, and meet the workforce development and employment needs of the local employers and job seekers.

All services and processes are integrated with co-enrollment to benefit customers occurring wherever applicable; delivered in-house; and are transparent/seamless to customer.

These shared services are common to all core partner programs in the One-Stop and include:

Intake – Application/Sign-in/Registration with the MIS system, www.ncworks.gov

Connection to Career Services - Appropriate Customer-centered/Customer-driven portfolio of Services/Resources including:

- Outreach, Intake and Orientation
- Initial Assessment
- Labor Exchange Services
- Eligibility for Services
- Referrals to Job-Getting Programs & Services
- Performance and Cost Information
- Information on Unemployment Insurance
- Financial Aid Information
- Follow-up Services

Additionally, One-Stops and partners must provide appropriate services for individuals to obtain or retain employment. These services include, but are not limited to:

- Individual Employment Plan (IEP)
- Career Planning and Counseling
- Comprehensive Assessments
- Short-Term Prevocational Services
- Internships and work experience including transitional jobs and industry partnerships
- Workforce Preparation
- Out-of-Area Job Search
- English Language Acquisition
- Financial Literacy

Connection to Training Services - for dislocated workers and other eligible job seekers who are unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services.

These services include:

- Occupational Skills Training
- On-the-Job Training
- Programs that Combine Workplace Training with Related Instruction
- Training Programs (operated by the private sector)

- Apprenticeship(s)
- Skills Upgrading and Retraining
- Entrepreneurial Training
- Job Readiness Training (provided in combination with another training service)
- Adult Education and Literacy Activities
- Customized Training for Employers Who Commit to Hiring (in partnership with community colleges)

Comprehensive Youth Services - The Workforce Innovation and Opportunity Act substantially enhances youth programming and places greater emphasis on comprehensive, year-round youth services for out-of-school youth.

The youth program elements include:

- Tutoring, Study Skills Training, Instruction, and Evidence Based Drop Out Prevention and Recovery Strategies
- Alternative Secondary School Services, or dropout recovery services, as appropriate
- Paid and Unpaid Work Experiences (including summer employment opportunities)
- Occupational Skills Training
- Education offered concurrently with, and in the same context as workforce preparation activities
- Leadership Development Opportunities
- Supportive Services
- Adult Mentoring
- Follow-up Services
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Services that provide labor market and employment information
- Activities that help youth prepare for and transition to post-secondary education and training.

Business Engagement – Develop relationships to learn and resolve human capital needs –

- Articulate available services and partner as the One-Stop system, e.g., work-based Learning, On-the-Job Training, placement, succession planning, clinical sites, internships, recruitment events, work opportunity tax credit, bonding, apprenticeships

**One-Stop Delivery System Infrastructure Costs by Item
Western Piedmont Local Area NCWorks Career Centers**

Facilities/Equipment

- Rent
- Utilities
- Insurance
- Computers (including tablets, laptops, and Wi-Fi), copiers, overhead projectors – purchase/lease, maintenance and replacement
- Maintenance and repair of the physical facilities – centers, affiliates and connection sites
- Staff break room related – water, coffee, microwaves, refrigerators (new and when kitchen appliances break down)
- Signage and identifier costs
- Security personnel and/or systems

IT Costs

- IT personnel/contracted services to develop/support/maintain/host the technology based site
- Cost for data storage, email system maintenance, additional web pages for special events; local/regional intranet
- Software/hardware and licensing subscriptions for resource and meeting rooms
- EO Compliance (ADA equipment – interpreters, assistive technology, etc.)

Basic Career Services

- Intake
- Delivery/interpretation of needs assessments and skills appraisals
- Staffing of resource rooms, including delivery of workshops
- Career and aptitude assessment products
- Referral to other partners

Customer Outreach

- Outreach to customers – may be shared communication and/or community outreach personnel
- Advertising for special events and outreach and marketing strategies (e.g., phone book listing)
- One-stop operator costs including printed and digital collateral costs and support for other system-wide costs such as banners for larger, multi-site events

Miscellaneous

- Dues, fees, subscriptions, and licenses for professional association memberships, journals, etc.
- One-stop system personnel and other personnel who carry out the professional development, management or coordination needs of the system or center. Examples: reception, center management, local Board staff, One-Stop Operator, Trainers, etc.

RESOURCE SHARING AGREEMENT
Western Piedmont Local Area NCWorks Career Centers

The Western Piedmont Local Area NCWorks Career Center(s) partners signing the Memorandum of Understanding agree to jointly contribute to integrated service delivery as a local One-Stop system offering universal access to employment and training programs. In order to carry out this commitment, each partner agrees to:

- The Workforce Board appointed Career Center Manager, manages the NCWorks Career Center facility. NCWorks services will be developed and coordinated through the center integrated service delivery (ISD) leadership team;
- Where applicable, the NCWorks Career Center(s) in the WPLA may provide desk space, and use of equipment such as phone, printer, copier, fax to partner agency staff, through a cost-sharing agreement. This does not include partner staff salaries, benefits, travel, and long distance telephone costs.
- Make available to customer's core services applicable to the partner's programs directly from the NCWorks Career Center or at an associated network site;
- Provide staff as available to assist customers in the services provided in the NCWorks Career Center;
- Share materials, supplies, and resources, including those for infrastructure costs;
- Publicly support the mission, goals and development of the NCWorks One-Stop System;
- Acknowledge and respect the policies and procedures of each partner agency;
- Share access to all employment, career planning, and training programs through the integrated service delivery model (i.e., sharing of individual employment plan, with client consent) where requested;
- Share information that will mutually benefit partners and clients about services that are available and/or have been provided, and will maximize electronic sharing of this data when possible, maintaining necessary confidentiality; (i.e., sharing of individual information with client consent);
- Provide cross-training to NCWorks Career Center Staff and Partners to more effectively deliver services in and about the NCWorks One-Stop system;
- Participate in customer feedback and focus group surveys to determine that services are responsive to the needs of the community;
- Participate in a process of program review to ensure continuous improvement in meeting the Western Piedmont Workforce Development Boards specified criteria, as well as the criteria to maintain center certification;

- All non-expendable goods purchased with Western Piedmont Workforce Development Board funds, as part of implementation or daily operations in the One-Stop, are the property of the Western Piedmont Jobs Training Consortium

Strategies To Meet the Needs of Individuals with Barriers to Employment

Currently the Western Piedmont Workforce Development Board, the local area NCWorks Career Centers (One Stops) and One-Stop partners make referrals based on individual assessments to ensure that proper referrals are made and where applicable a team approach is taken to address the needs of individuals with barriers to employment. The NCWorks Career Centers are equipped with assistive technologies and monitoring of the one-stop is conducted on an annual basis by the Division of Workforce Solutions, Equal Opportunity Officer.

Strategies:

- Expand education and training options to help participant's access good jobs and advance in a career pathway.
 - Through individual assessments, correct referrals to appropriate agencies and/or education/training programs will be made, taking into consideration the evaluated barriers.
- Help disadvantaged and unemployed adults and youth earn while they learn through support services and effective employment-based activities.
 - Where applicable workforce partner agencies will provide support services and opportunities for work experience earn as you learn activities (ie, WIOA work experience, Work-First, Internships...etc)
- Align planning and accountability policies across core programs to support more unified approaches to serving low-income, low-skilled individuals.
 - Make sharing of priority of service policies a one-stop partner meeting agenda item at least every quarter during a program year to ensure services are consistent when assisting those with barriers to employment.

NOTE: WIOA Sec 3 (24-25) further defines individuals with barriers to employment as:

- (A) Displaced homemakers; (B) Low-income individuals; (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166. (D) Individuals with disabilities, including youth who are individuals with disabilities. (E) Older individuals. (F) Ex-offenders. (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))). (H) Youth who are in or have aged out of the foster care system. (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers. (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i). (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.). (L) Single parents (including single pregnant women). (M) Long-term unemployed individuals. (N) Such other groups as the Governor involved determines to have barriers to employment.

(25) INDIVIDUAL WITH A DISABILITY.— (A) IN GENERAL.—The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). (B) INDIVIDUALS WITH DISABILITIES.—The term “individuals with disabilities” means more than 1 individual with a disability.

JOINT REPSONSIBILITIES AGREEMENT
Western Piedmont Local Area NCWorks Career Centers

- Coordination of the delivery of career services for all NCWorks Career Center customers and activities including but not limited to: greeting customers, staffing the resource area, referral to services, reception duties, employer engagement services;
- Each One-Stop Partner shall provide access to their programs or activities, including making available applicable career services at the One-Stop Center(s), or other appropriate locations. The result of bringing partners together in a single location to jointly administer programs is a blending and braiding of program expertise and resources and more effective leveraging of the system's existing resource to achieve outcomes for businesses and job seekers. (WIOA, section 134(c)(2))
- Active participation in activities and training related to operations of the NCWorks Career Center System. All partners will be committed to Career Center staff development and training. The employer of record of each partner agency will authorize, when possible, NCWorks Career Center staff to participate in appropriate NCWorks training opportunities;
- Coordinated integrated case management system for customers. (ie, Individual Employment Plans) Partners providing case management services (career planning and career counseling) advising participate in joint case management activities;
- Sharing the responsibility to market www.ncworks.gov to expose clients to all job postings and virtual recruitment opportunities; market www.westernpiedmontworks.org to expose both jobseekers and employers to current jobs postings, live recruitment events, and both local and state labor market information;
- Coordinate integrated services to employers/businesses to include the NCWorks System mission, services, and identify workforce needs;
- Participate in information sharing and cross-training to better assess and refer clients as needed;
 - In some cases information such as unemployment data, federally protected substance abuse treatment data...etc.
- Compliance with NCWorks Career Center and individual agency policies and procedures regarding client confidentiality and data security;
- Agreement to use the NCWorks Career Center marketing material as available and applicable; (The NCWorks Career Center logo cannot be used on self-made marketing material without prior approval from the Western Piedmont Workforce Development Director as required by the Division of Workforce Solutions communications team.);
- Agreement to identify the One-Stop facility as the NCWorks Career Center when greeting customers personally and when answering the phone;
- Joint determination for method of service delivery and documentation of career and training services;
- Development or modification of work plans/schedules of staff located at the WPLA NCWorks Career Center(s) to include career center responsibilities.

Western Piedmont NCWORKS Career Center Partner Infrastructure Funding Agreement (IFA)

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the Western Piedmont Workforce Development Board and the Western Piedmont NCWorks Partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, as outlined in Section 121(b)(1)(B) of WIOA, whether they are physically located in the NCWorks Career Center or not. Each partner's contribution to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received.

The sharing and allocations of infrastructure costs among NCWorks partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance).

Infrastructure costs are defined as: non-personnel costs that are necessary for the general operation of the NCWorks Career Center, including: rental of the facilities, utilities and maintenance, equipment (including assessment related and assistive technology for individuals with disabilities), technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities, as well as many other infrastructure costs such as signage and supplies.

II. Western Piedmont Local Area NCWorks System Infrastructure Budget

(\$447,221.95)

III. Cost Allocation Methodology

For required WIOA Career Center partners, the Local Funding Mechanism (LFM) uses funding percentage caps, which ranges from 0.75 to 1.5%, to determine the agencies' proportionate shares of infrastructure costs, except with Title IV, Vocational Rehabilitation (VR). VR's model determines proportionate share based on the number of VR clients that received services in the previous program year and documented in NCWorks.

The LFM is used to negotiate appropriate contributions from each required partner that will be allocated to the Western Piedmont Workforce Development Board as outlined below. This methodology does not include Division of Workforce Solutions (DWS) administered programs or Workforce Development Board (WDB) administered programs. For all other required partners with state agencies, infrastructure contributions will be transferred to DWS as a lump sum based on the LFM for the said agency. Once DWS receives funding from the State agency, DWS will distribute funding to the local area via the funding methodology set up for each State agency as outlined in the table below.

For required partners without a state agency, but which are federally funded, the LFM is used as well; however, this negotiation will vary per WDB and should be outlined in the table below. Not all federally funded required partners may administer programs in a WDB's Local Area. In that case, infrastructure cost sharing is not required.

For required partner programs administered by the DWS: Title III Wagner-Peyser Employment Services, Trade Adjustment Assistance (TAA), and Jobs for Veterans State Grants (JVSG), the cost sharing model is based on the grant employees' proportionate use of the NCWorks Career Center. DWS and WDB will pay a cost per employee housed in the center. The cost per employee will be based on the total infrastructure cost of the NCWorks Career Center, where applicable.

(Please do not delete any partners from the table. If not applicable, please write N/A).

WIOA Required Partners	Funding Methodology
WIOA Title I: Adult, Dislocated Worker, and Youth formula programs	Proportionate use – cost per employee
WIOA Title I: Job Corps	N/A
WIOA Title I: YouthBuild	N/A
WIOA Title I: Native American programs	N/A
WIOA I: National Farmworker Jobs Program (NFJP)	N/A
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program	Proportionate use – cost per employee
WIOA Title III: Trade Adjustment Assistance (TAA) activities	Proportionate use – cost per employee
Jobs for Veterans State Grants (JVSG) programs	Proportionate use – cost per employee
Senior Community Service Employment program (SCSEP)	Based on Title 1 WIOA Adult formula
Unemployment Compensation (UC) programs	Based on Title I Dislocated Worker formula
Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)	N/A
WIOA Title II: Adult Education and Family Literacy Act (AEFLA) program	Based on 1.5% of each provider's administrative budget
Carl D. Perkins Career and Technical Education programs	Based on 1.5% of each provider's administrative budget
WIOA Title IV: Vocational Rehabilitation (VR) Services program	Based on the number of VR clients with IPEs that received NCWorks service in the previous program year. Differences are reconciled in following program year..

Department of Housing and Urban Development Employment and Training programs	N/A
Services for the Blind	Based on the number of VR clients with IPEs that received NCWorks service in the previous program year. Differences are reconciled in following program year.
Community Services Block Grant (CSBG) programs	CSBG amount to distribute is made by applying CSBG Funding by percentage of amount spent by Community Action Agencies (entities who received CSBG Funding) for Employment Services. Each county's percent of funding allocated is applied to this amount.
Temporary Assistance for Needy Families (TANF) program	TANF Amount to distribute is determined by county(ies) coding (method of recording expenditures) to WFCBG for Employment Services in SFY 2016-17. The percentage of funding for each county of the total allocation of the TANF Work First County Block Grant (this funding provides dollars for Employment Services Funded with TANF) is applied to the coded expenditure amount.

For additional partners that are not required partners, funds are paid directly to the Local Area WDB based on the partner's proportionate use of the center as outlined in the table below.

(Insert table for additional partners as applicable)

IV. IFA Modifications

The partners recognize that modifications to the IFA may be necessary during the program year. Any authorized representative of a partner may make a written request for modification. In order to be valid, any modification to the IFA must be in writing, with a 30-day notice, signed, and sent to the Western Piedmont Workforce Development Board. If the Western Piedmont Workforce Development Board requests a modification, notice will be sent to the partner organization contact and address identified in section V. IFAs shall be reviewed by all partners at least **once per** year as part of the WDB's Local Plan MOU update process. (If partners are unable to reach a consensus and resolve issues related to infrastructure funding during the duration of the MOU, partner contribution defaults to the State Funding Mechanism limits).

V. Partner Infrastructure Contributions

For required partners that have a state agency, required infrastructure cost will be transferred to DWS. DWS will then distribute the funds to each WDB based on the methodology agreed on between the agency and the NC Director's Council.

Where DWS needs to contribute funds to a WDB, they will issue a funding authorization for the amount owed which will allow the WDB to draw down those funds as they are needed and will work with the DWS planning unit to generate the Notice of Funds Allocation (NFA) for the entire amount owed to that WDB. WDBs can draw the funds down as needed.

Where the WDB needs to contribute funds to DWS, DWS will issue an invoice, which will provide the required documentation and audit trail, to allow the WDB to draw down the funds and write a check to DWS. The local areas that owe DWS will be invoiced the amount owed and tracked for receipt by the DWS finance unit. (Please do not delete any of the partners from the table, If not applicable, please write N/A).

For partners cost sharing funds not distributed by the DWS, the Western Piedmont Workforce Development Board will invoice Partner(s) within 30 days of the signed MOU for infrastructure cost sharing effective July 1, 2018.

NCWorks Partner	Infrastructure Total Share \$	Funded	In-kind	Pay ment	In-kind Descripti on	Partner Contact (Name, Organization, Address, email and phone number)
WIOA Title I: Adult, Dislocated Worker, and Youth formula programs;	\$163,062.22	N/A	N/A	N/A	N/A	Shawn Brenner, ROSS, 300 S. Riverside, Suite I, St. Clair, MI 48079 sbrenner@rossprov.co m
WIOA Title I: Job Corps	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title I: YouthBuild	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title I: Native American programs	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title I: National Farmworker Jobs Program (NFJP)	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program WIOA Title III: Trade Adjustment Assistance (TAA) activities Jobs for Veterans State Grant (JVSG) programs	\$237,680.52	N/A	N/A	N/A	N/A	Felicia Setzer, DWS Region Ops Director NW Prosperity Zone, 430 Conover Station SE, Conover, NC 28613, felicia.setzer@nccom merce.com 828-466- 5535
Senior Community Service Employment program (SCSEP)	\$440.00	N/A	N/A	N/A	N/A	Karen Harchman, Blue Ridge Community Action, Finance Director, 800 North Green St., Morganton NC 28655 (828) 438-6255
Unemployment Compensation (UC) programs	N/A	N/A	N/A	N/A	N/A	N/A
Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)	N/A	N/A	N/A	N/A	N/A	N/A

WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs	\$402.00	N/A	N/A	N/A	N/A	Gilda Rubio-Festa , Associate Vice President, College Career Readiness NCCS, 5016 Mail Service Center, Raleigh, NC 27699-5016, rubio-festag@nccommunitycolleges.edu, 919-807-7132
Carl D. Perkins Career and Technical Education programs	\$358.00	N/A	N/A	N/A	N/A	Dr Michael Helmick , WPCC President, 1001 Burkemont Ave, Morganton NC 28655, mhelmick@wpcc.edu (828) 448-3500; Dr. Mark Poarch CCC&TI President, 2855 Hickory Blvd Hudson, NC 28638, mpoarch@cccti.edu, 828-726.2211; Dr. Garrett Hinshaw , CVCC President, 2760 US Hwy 70 SE, Hickory, NC 28602, ghinsaw@cvcc.edu , 828-327-7000
WIOA Title IV: Vocational Rehabilitation (VR) Services program	\$13,902.22	N/A	N/A	N/A	N/A	Pat Bland , Western Regional Director Voc Rehab, pat.bland@dhhs.nc.gov , 828-433-2230
NC Division of Services for the Blind (DSB)	\$689.42	N/A	N/A	N/A	N/A	Eddie Everett, DSB , 50 S. French Broad Ave, Asheville; 828-251-6732 Eddie.everett@dhhs.nc.gov ; Sheryl Dotson, DSB , 4265 Brownsboro Rd, Ste 100, Winston-Salem; 336-896-2227 sheryl.dotson@dhhs.nc.gov

						c.gov
Department of Housing and Urban Development Employment and Training programs	N/A	N/A	N/A	N/A	N/A	N/A
Community Services Block Grant (CSBG) programs	\$2,286.00	N/A	N/A	N/A	N/A	Bryan Duncan, I-CARE, Inc, Bryan.Duncan@icare-inc.org , 704) 872-8141 x8
Temporary Assistance for Needy Families (TANF) program	\$3,880.00	N/A	N/A	N/A	N/A	Patricia Baker, Alexander DSS, 604 7th St SW, Taylorsville, NC 28681, pbaker@alexandercountync.gov , 828) 632-1080; Doraine Hernandez, Burke DSS, 700 E Parker Rd, Morganton, NC 28655, doraine.hernandez@burkenc.org , (828) 764-9600; Will Wakefield, Caldwell DSS, 2345 Morganton Blvd SW, Lenoir, NC 28645, (828) 426-8200, wwakefield@caldwellcountync.org ; Karen Harrington, Catawba DSS, 030 11th Ave Dr SE, Hickory, NC 28602, (828) 695-5600, KHarrington@CatawbaCountyNC.gov
Division of Employment Security, Unemployment Insurance (UI)	\$24,961.57	N/A	N/A	N/A	N/A	Lockhart Taylor, DES, 700 Wade Avenue Raleigh, NC 27605, assistantsecretary@nccommerce.com

VI. Term of Agreement

MOU July 1 2018 – June 30 2019

This Agreement will remain in effect from July 1, 2018 to June 30, 2019. It shall be reviewed by the parties as necessary or at least once per year as part of the WDB's Local Plan update.

VII. Signatures