

TOWN *of* WAKE FOREST



Title VI

Fiscal Year Ending June 30, 2023

TITLE VI ANNUAL REPORT

*For the Fiscal Year Ending
June 30, 2023*



TOWN *of*
WAKE FOREST

Town of Wake Forest, North Carolina
Prepared by the Title VI Coordinator, Administration Department

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I. Introduction

The Town of Wake Forest Board of Commissioners adopted the Town of Wake Forest Title VI Program Plan on May 18, 2021, with an effective date of June 1, 2021. This Program Plan defines the Town of Wake Forest's policy and procedures for compliance with Title VI of the Civil Rights Act of 1964.

The Town of Wake Forest Title VI Annual Report provides information on the Town of Wake Forest's Title VI Program Plan and a summary of the services and accomplishments for the duration of the program during fiscal year end 2023.

The Town of Wake Forest's Title VI Program Plan and related resources and information can be found at <https://www.wakeforestnc.gov/TitleVI>.

II. Nondiscrimination Policy

It is the express policy of the Town of Wake Forest that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving federal funds on the grounds of race, color, national origin, sex, age, disability, or income, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166.

It is also the express policy of the Town that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town program or activity, whether those programs, activities and services are federally funded or not, on the grounds of race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level. See Appendix A, Nondiscrimination Policy Statement.

III. Nondiscrimination Notice

The Town uses the general nondiscrimination policy to reflect the adopted policy and support all activities and services provided by the Town of Wake Forest. See B, Nondiscrimination Notice.

IV. Equal Employment Opportunity Statement

The Equal Employment Opportunity Statement is included on the Town's job application forms. See Appendix C, Equal Employment Opportunity Statement.

V. Nondiscrimination Authorities

While Section II introduces legislation connected to Title VI, the following describes applicable legislation in which complaints will be reviewed against.

A. Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352 (1964), codified as 42 U.S.C. §§2000d through 2000d-4]

Title VI of the Civil Rights Act of 1964 prohibits the discrimination in, or the denial of benefits under, any program or activity receiving federal financial assistance on grounds of race, color or national origin.

B. The Civil Rights Restoration Act of 1987, [Pub. L. 100-259, Sec. 6 (1988), codified as 42 U.S.C. §2000d-4a]

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs, activities, and services of federal aid recipients, subrecipients, and contractors, whether such programs, activities, and services are federally assisted or not.

C. Federal Aid Highway Act of 1973, [Pub. L. 93-87 (1973), codified as 23 U.S.C. §324]

The Federal Aid Highway Act of 1973 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

D. Age Discrimination Act of 1975, [Pub. L. 94-135 (1975), codified as 42 U.S.C. §6102]

The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

E. Americans with Disabilities Act of 1990, Subchapter 2, Part A [Pub. L. 101-336 (1990); codified as 42 U.S.C. §§12131-12134]

The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

F. Section 504 of the Rehabilitation Act of 1973 [Pub. L. 93-112 (1973), codified as 29 U.S.C. §794]

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

G. 23 CFR Part 200

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

H. 49 CFR Part 21

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

I. Executive Order No. 12898

Executive Order 12898 regards federal actions to address Environmental Justice in minority populations and low-income populations.

J. Executive Order No. 13166

Executive Order 13166 regards the improvement of access to services for persons with limited English proficiency (LEP).

VI. Title VI Staffing and Organization for Implementation

A. Designation of Title VI Coordinator

The Town Manager, as part of this Plan, appoints the Strategic Performance Manager as the Title VI Coordinator.

B. Title VI Coordinator

The Title VI Coordinator plays a lead role in the development and implementation of the Title VI Plan. The Coordinator provides leadership and guidance to ensure nondiscrimination in Town programs, activities, and services, and promotes the participation of all people regardless of race, color, national origin, sex, age, disability and socioeconomic status.

The Title VI Coordinator has overall program responsibility for Title VI compliance including:

- Processing and researching complaints regarding compliance with this Title VI Program Plan that are received by the Town.
- Identifying and addressing discrimination when found to exist.
- Collecting statistical data of participants in and beneficiaries of Town programs, activities, and services.
- Reviewing and updating the data compilation processes regularly to ensure the data is sufficient to meet the requirements of this Program Plan.
- Reviewing Town programs, activities, and services receiving federal funds in coordination with Department Liaisons to ensure compliance with Title VI Requirements.
- Soliciting the LEP community annually to identify language assistance needs.
- Providing training programs related to Title VI Requirements for Town staff who are responsible for Title VI compliance, and for contractors or subrecipients who are subject to Title VI Requirements.
- Developing information regarding this Title VI Program Plan for dissemination to the general public and, where appropriate, using the LEP Program to ensure dissemination of the information to affected populations.
- Ensuring all individuals and groups have meaningful access to and awareness of Town programs, activities, and services.
- Identifying deficiencies in compliance with the Title VI Requirements and making

recommendations for remedial actions to be taken to promptly resolve such deficiencies.

- Making recommendations on ways to achieve compliance with Title VI Requirements.
- Preparing an annual Title VI Program Plan Report.
- Updating Title VI Program Plan at least every three years to ensure compliance.
- Reviewing surveys, questionnaires, and other outreach material for compliance with Appendix E, Statistical Data Collection Standards, and the Town Communications Plan, a guide for how the Town will sustain its efforts to engage diverse community members.

C. Departmental Liaisons

Department Liaisons are responsible for the day-to-day compliance with the Title VI Program Plan within their departments. The Title VI Coordinator shall keep on file an accurate and updated list of all Department Liaisons. Department Liaisons are responsible for:

- Collecting statistical data regarding participants in and beneficiaries of federally funded programs, activities, and services in accordance with Town Plans and policies.
- Assisting the Title VI Coordinator in gathering and organizing data for the Title VI Program Plan Report.
- Conducting post-grant approval reviews of Town programs, activities, and services (e.g., roadway location, design and relocation, and persons seeking contracts with the Town), for compliance with the Title VI Requirements.
- Notifying Affected Parties of public meetings or hearings regarding a Proposed Project and ensure that meetings and hearings are accessible to all Affected Parties.

VII. Title VI Program Implementation and Accomplishments

Title VI Program Implementation

- Adoption of Town of Wake Forest Title VI Program Plan in May 2021 with an effective date of June 1, 2021
- Designation of Strategic Performance Manager as Title VI Coordinator
- Designation of Departmental Liaisons in every department:
 - Administration
 - Communications
 - Downtown Development
 - Economic Development
 - Engineering
 - Financial Services
 - Fire and Rescue
 - Human Resources
 - Information Technology
 - Inspections/Public Facilities
 - Parks, Recreation and Cultural Resources
 - Planning
 - Police

- Public Works
- Renaissance Centre
- Wake Forest Power
- A Title VI webpage has been created and added (2021) to the Town of Wake Forest's website: <https://www.wakeforestnc.gov/TitleVI>
- Published and posted the Town of Wake Forest's Nondiscrimination Notice (2021). See Appendix B and <https://www.wakeforestnc.gov/TitleVI>
- The Town has and will continue its practice of identifying discrimination based on race, color, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, and where such discrimination is found to exist, implementing programs or practices to eliminate the discrimination. Programs include, but are not limited to, hiring Minority/Women/Disadvantaged Business Enterprises (DBE) firms, providing translations through the LEP Program, and conducting public outreach and involvement in Town projects.
- The Town of Wake Forest website has, and will continue to maintain, a language translation option that translates all website data into 19 different languages.
- The Town of Wake Forest includes Title VI assurances in Town contracts and grants.
- In accordance with Executive Order 13166, the Town has established a LEP program. Approximately 13.6% of households in Wake Forest primarily speak a language other than English¹. About 4.7% of these residents speak Spanish. Limited English Proficiency households account for .5% of all households. The Town of Wake Forest will review demographic data annually and solicit data from the LEP community to identify language assistance needs within its service areas, utilizing US Census data. At this time, the Town of Wake Forest has implemented the following LEP measures:
 - Translation feature on Town website.
 - Title VI Nondiscrimination Notice (see Appendix A) translated into Spanish.
 - Title VI Complaint Form translated into Spanish.
 - Bus System Map and Schedules translated into Spanish.
 - "Recycle Right" flyer translated into Spanish.
 - "Litter Prevention Messaging" handout translated into Spanish.
- Title VI Training:
 - Title VI Training was provided to all Town of Wake Forest Supervisory Staff in June 2021 via the Town's PowerDMS portal. 129 Supervisors participated in the training. (Appendix I)
 - Title VI Information and Training was shared with the Town of Wake Forest's Title VI Departmental Liaisons (Appendix H) at meetings held on May 3, 2023, June 8, 2023, and June 9, 2023.
 - Title VI Information and Training was shared with the Town of Wake Forest's Senior Leadership Team (Appendix K) at a meeting held on June 5, 2023
 - Departmental Liaisons held individual training sessions with their respective teams during the months of May and June 2023.
- Events & Programming

¹ 2021 American Community Survey 5-year Estimate

- Assistive listening devices are available for participants/visitors to cultural arts programming
 - Individuals with sensory sensitivities can check out sensory support items, including noise canceling headphones, weighted blankets and fidgets, at several Town events including our Independence Day Celebrations
 - Providing additional lots for Handicap Parking (exceeding ADA requirements)
 - Providing Handicap Accessible Portable Toilets at events
 - Providing programs and events that are diverse, inclusive and suitable for all demographics
 - In compliance with the ADA revised regulations of 2010 all programming events and performances meet the regulations for ticketing. Accessible seating is noted on the online ticket buying system with Etix. The seating for all events is marked with signage on chairs designating accessible seating options. Staff follows up with phone calls to all who purchase these tickets to make sure accommodations are met.
 - The teaching artists at our Renaissance Centre that provide cultural education instruction are experienced in meeting the adaptive needs of our students and are trained annually on how to offer accommodations for a variety of needs in our students.
 - Cultural arts programming is available to all ages and abilities.
 - 43% of this year's main stage artists at the Renaissance Centre were from underrepresented groups.
 - The programming of the Public Art Commission continues the partnerships in the historically black neighborhoods of the Northeast Community. Working with community leaders to bring art classes, building murals, outdoor sculptures, free art performances, and the Celebration of the Arts Festival to engage all our citizens and promote these areas with equal accessibility.
 - Parks, Recreation & Cultural Resources offered 76 programs to the special needs community that included 277 participants.
- The Town of Wake Forest Human Resources team strives to ensure that our recruitment efforts are reaching a diverse candidate pool:
 - In the period between July 1, 2022, and June 1, 2023, we received 1,611 employment applications and hired 105 people.
 - The 105 new hires self-identified as Caucasian (41%), 40 new hires (38%) declined to identify, and 22 new hires (21%) identified as being part of a minority racial group.
 - During that same time period, of the 105 new hires, 66% self-identified as male, 6% declined to identify a gender or identified as non-binary, and 28% self-identified as female.
- Multiple opportunities were provided for citizen engagement and feedback and were included in the Wake Forest Unified Development Ordinance Comprehensive Update Survey (Appendix L) and in surveys available at quality-of-life programming events.
 - The Town adopted a Housing Affordability Plan in September 2022 to analyze local housing conditions, determine local housing need, explore proven housing affordability strategies, and refine those strategies into practical actions for the Town. [Wake Forest Housing Affordability Plan Adopted September 2022](#)

- The Town led and continues to lead and fund a Wake Forest Housing Rehab project in which homes in a distressed area of the community are rehabbed to allow residents to continue living there. Funding totals for FY21-22 (2023 to be included in next year's report) included improvements to seven homes at a cost of \$57,000.00. This effort also included a "Make a Difference Day" where town staff and community members joined together to provide manpower for repairs.
- The Town entered into a contractual agreement with BAE Urban Economics, Inc. on March 20th, 2023 for an Affordable Housing Land Disposition Program. This would provide the framework for selling publicly owned land for the purpose of building affordable housing.
- The Town of Wake Forest's Purchasing Department has, and will continue to maintain the following:
 - A new vendor application that can be completed by anyone interested in receiving notifications for bid requests.
 - Title VI assurances included in all Town of Wake Forest Contracts (Appendix J)
 - A video highlighted on the Town website on how to "Conduct Business with the Town of Wake Forest" <https://www.wakeforestnc.gov/finance/purchasing-warehouse/conducting-business-town>
 - The Town of Wake Forest has adopted (by Resolution # 90-32) a 10% minority participation goal. This resolution was adopted to encourage the solicitation of minority participation in town projects. It shall be the intention of the Town of Wake Forest to solicit minority participation for the following types of contracts:
 - Building construction or repair - \$30,000 or above.
 - General construction or repair - \$30,000 or above.
 - Professional service contracts - \$30,000 or above.
 - Service Contracts - \$30,000 or more.
 - On-call Engineering Contracts - \$30,000 or above
 - The solicitation of minority vendors for each of the above contracts shall be documented. In addition, the dollar and percentage amount shall be tracked for each qualifying project. Minority participation shall be solicited from the sending of notices to various minority plan rooms, advertisement on the State of NC Interactive Purchasing System (IPS) and direct contact with minority contractors. Minority participation is encouraged for all town projects.
 - Historically Underutilized Business Requirements (HUBSCO)
 - In accordance with N. C. G. S. § 143-128.2 & 143-131(b), the Town of Wake Forest is required to solicit and document its efforts to obtain minority participation for formal and informal building contracts covered under the statutes. Within 30 days of a building project being completed (either by formal or informal range), the Purchasing Manager or designee is required to submit a report to the Office of Historically Underutilized Business detailing the project, the solicitation of minority participation and the amount of minority participation used for the project.
- The Town's Parks, Recreation and Cultural Resources Department offers an athletics fee assistance program to low-income families. Twenty-four participants took advantage of this fee assistance program.

VIII. Title VI Program Goals for the Upcoming Fiscal Year

- Ensure that the Nondiscrimination Notice and the Nondiscrimination Policy Statement is included in all adopted Town of Wake Forest plans and program documents.
- Statistical data on Affected Parties will be compiled by each Department Liaison and

- provided to the Title VI Coordinator. See Appendix E for data collections requirements.
- Required annual training will be made available to all Department Heads, Department Liaisons, and Town staff.
 - Staff will continue to monitor and evaluate the Town’s efforts based on requests for LEP assistance and adjust or change as needed.
 - “I speak” cards to be completed and made available at all public events.
 - Continuation of One-on-One meetings between the Title VI Coordinator and Departmental Liaisons to explore additional opportunities to provide an environment of equity and access in our delivery of services.
 - Train Department Liaisons on how to use the Title VI Affected Populations Map to identify populations that may be impacted by specific projects or programs.
 - Work with Human Resources Department to train new hires on Title VI regulations.
 - Implement recommendations included within the Town’s plans (Community Plan, Northeast Neighborhood Plan, Affordable Housing Plan) that focus on diversity, equity and inclusion programs.

IX. Complaint Report

The Town of Wake Forest received no Title VI complaints, investigations, or lawsuits between the time of Plan Adoption and the end of the 2023 fiscal year (June 30, 2023).

X. Complaint Process

The Title VI Coordinator is responsible for processing discrimination complaints filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws. Participants and beneficiaries of programs, activities, and services administered or funded by the Town of Wake Forest who feel they have been discriminated against based on race, color, national origin, limited English language proficiency, income-level, sex, sexual orientation, gender identity or expression, age, or disability have a right to file a complaint. Complaints of alleged discrimination will be investigated by the appropriate authority.

Note: Religion is only covered under NCDOT’s Right of Way program (Fair Housing), and programs funded by the Federal Aviation Administration (FAA) or Federal Transit Administration (FTA).

A. Filing of Complaints

- **Applicability:** These complaint procedures apply to Town of Wake Forest programs, activities, and services. Note: Title VI does not include internal complaints related to Equal Employment Opportunity (EEO).
- **Eligibility:** Any person or class of persons who believes they have been subjected to discrimination based on race, color, national origin, limited English language proficiency, income level, sex, pregnancy, sexual orientation, gender identity or expression, age, National Guard or veteran status, or disability (and religion, where applicable) may file a written complaint with the Town of Wake Forest’s Title VI Coordinator.
- **Filing Options and Time Limits:** Complaints may be filed by the affected individual(s) or a

representative and should be filed no later than 180 calendar days after the following:

- The date of the alleged act of discrimination,
- The date when the person(s) became aware of the alleged discrimination, or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Title VI and related discrimination complaints may be submitted to the following entities. (Note: agency names and address as of January 2021 and are subject to change).

Agency	Contact Information
Town of Wake Forest	Title VI Program Coordinator 301 South Brooks Street Wake Forest, NC 27587 Phone: 919-435-9415
North Carolina Department of Transportation	Office of Civil Rights External Civil Rights 1511 Mail Service Center Raleigh, NC 27699-1511 Phone: 919-508-1808 or toll-free 800-522-0453
US Department of Transportation	Departmental Office of Civil Rights External Civil Rights Programs Division 1200 New Jersey Avenue, SE Washington, DC 20590 Phone: 202-366-4648
Federal Highway Administration	Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor, E81-105 Washington, DC 20590 Phone: 202-366-0693
Federal Highway Administration	North Carolina Division Office 310 New Bern Avenue, Suite 410 Raleigh, NC 27601 Phone: 919-747-7010
Federal Transit Administration	Office of Civil Rights ATTN: Complaint Team East Bldg. 5th Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590
Federal Motor Carrier Safety Administration	Office of Civil Rights 1200 New Jersey Avenue, SE Washington, DC 20590 Phone: 202-366-8810
Federal Aviation Administration	Office of Civil Rights 800 Independence Avenue, SW Washington, DC 20591 Phone: toll-free 888-954-8688
US Department of Justice	US Department of Justice Civil Rights Division 950 Pennsylvania Avenue, NW

Agency	Contact Information
	Office of Assistant Attorney General, Main Washington, DC 20530 Phone: 202-514-3847

B. Complaint Receipt and Response

- The Title VI Coordinator will provide written acknowledgement via registered mail of your complaint within ten calendar days.
- The Town will review your complaint upon receipt to ensure the required information was provided, the complaint was timely filed, and jurisdictional requirements were met.
 - If the complaint is complete and no additional information is needed, the Title VI Coordinator will send you a letter of acceptance as well as a Complainant Consent/Release Form.
 - If the complaint is incomplete, you will be contacted in writing to obtain the needed information. Note: Failure to respond and/or provide the requested information within 15 calendar days may be considered good cause for a determination of no investigative merit.
- Within 15 calendar days of receiving your complaint, the Town will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five days of this decision, the Town will notify you and Respondent (the person(s) against whom you have filed the complaint) via registered mail, stating the decision.
 - If the decision is not to investigate the complaint, the notification shall specifically state the reasons for the decision.
 - If the decision is to investigate the complaint, the notification shall state the grounds of the Town's jurisdiction and require the complainant's full cooperation in assisting the investigator.
 - Interviews may be recorded during the investigation. Consent to record may be required if the interviewee is located outside of North Carolina.
- The Town will attempt to resolve all discrimination complaints within 60 days of accepting the complaint for investigation. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation between the affected parties and the Town staff may be utilized for resolution.
 - If a party is not satisfied with the results of the investigation or the resolution of the complaint, the party may appeal the decision to the Town Manager. The Title VI's decision will be upheld unless the Town Manager finds that it constitutes an abuse of discretion.
 - Following the appeal decision, the Town Manager shall inform the Complainant of the right to file a complaint directly with the Department of Justice by filling out their complaint form or calling the Title VI Hotline: 1-888-TITLE-06. The appeal must be filed by the deadline established by the Department of Justice.

Appendix A. Nondiscrimination Policy Statement

It is the policy of the Town of Wake Forest to ensure that no person shall, on the grounds of race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Wake Forest program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Wake Forest to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, access to Town owned or operated facilities, financial aid, or other program benefit without good cause.
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program.
- Subjecting a person to segregation or separate treatment in any part of a program.
- Restricting in the enjoyment of any advantages, privileges, or other benefits enjoyed by others.
- Denying an individual access to Town facilities.
- Applying different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities.
- Using acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing.
- Allowing discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

Appendix B. Nondiscrimination Notice

The Town of Wake Forest, pursuant to its policy to comply with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities, will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level, under any programs, activities, and services conducted or funded by the Town of Wake Forest.

Any person who believes they have, individually or as a member of any specific class of persons, been wronged by a discriminatory act (action or inaction) of the Town of Wake Forest or its funding recipients, has the right to file a complaint with the Town of Wake Forest. Complaints may be filed by the affected individual(s) or a representative and should be filed no later than 180 calendar days after the following:

- The date of the alleged act of discrimination,
- The date when the person(s) became aware of the alleged discrimination, or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

All complaints should be signed and include contact information. You may file a written complaint with the Town of Wake Forest Title VI Coordinator at 301 South Brooks Street, Wake Forest NC 27587 or call 919-435-9415. For instructions on how to file a complaint or additional information regarding the Town of Wake Forest's nondiscrimination obligations, please visit www.wakeforestnc.gov/TitleVI or contact:

Town of Wake Forest
ATTN: Lisa Hayes, Strategic Performance Manager
301 South Brooks Street
Wake Forest, NC 27587-2901
Phone: 919-463-9415
Email: lhayes@wakeforestnc.gov

Anyone with a hearing or speech impairment may use Relay NC, a telecommunications relay service, to call the Town of Wake Forest. Relay NC can be accessed by dialing 711 or 1-877-735-8200.

ATTENTION: If you speak a language other than English, the following language assistance services are available to you, free of charge. Qualified interpreters and information written in other languages. Call 1-800-522-0453.

El Town of Wake Forest, conforme a su política de cumplimiento con el Título VI de la ley de Derechos Civiles del 1964 y otras autoridades pertinentes no discriminatorias, no excluirá de participación en, o negará beneficios de, o será sujeto a discriminación a ninguna persona basado en su raza, color, religión, dominio limitado del inglés, sexo, estatus matrimonial, estatus familiar, origen nacional, edad, incapacidad mental o física, orientación sexual, identificación de género, o nivel de ingreso, bajo ningún programa, actividades y servicios dirigidos o fundados por el Town of Wake Forest.

Cualquier persona que entienda ha sido, individualmente o como miembro de cualquier clase específica de persona, afectado por un acto discriminatorio (acción o inacción) por el “Town of Wake Forest” o sus destinatarios financiados, tiene el derecho de presentar una queja con el “Town of Wake Forest”. Las quejas escritas pueden ser sometidas por el individuo(s) afectado o un representante dentro de 180 días calendario luego de lo siguiente:

- La Fecha de la alegada discriminación,
- La fecha cuando la persona (s) se percata de la alegada discriminación,
- Donde ha habido un curso de conducta continuo, la fecha en la cual la conducta a descontinuado o la última instancia de la conducta.

Toda queja escrita debe incluir firma e información de contacto. Usted puede presentar una queja escrita a la dirección 301 South Brooks Street, Wake Forest NC 27587, dirigido al “Town of Wake Forest Title VI Coordinator” o llamar al (919)-435-9415. Para más información e instrucciones de como presentar una queja relacionado con las obligaciones no discriminatorias del Town of Wake Forest, puedes visitar www.wakeforestnc.gov/TitleVI o contactar:

Town of Wake Forest
ATTN: Lisa Hayes, Strategic Performance Manager
301 South Brooks Street
Wake Forest, NC 27587-2901
Phone: 919-463-9415
Email: lhayes@wakeforestnc.gov

Personas con discapacidad auditiva o del habla pueden utilizar los Servicios “Relay NC telecommunications relay service”, para llamar al Town of Wake Forest. Puedes acceder al servicio llamando al 711 o 1-877-735-8200.

ATENCION: Si habla un idioma distinto del inglés, los siguientes servicios de asistencia de idiomas están disponibles para usted, de forma gratuita. Intérpretes cualificados e información escrita en otros idiomas. Llame al 1-800-522-0453.

Appendix C. Equal Employment Opportunity Statement

The Town of Wake Forest is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, military status, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Appendix D. Complaint Form

The Title VI Coordinator has the responsibility of addressing Title VI/Civil Rights inquiries and complaints against the Town of Wake Forest. The form is located online at <https://www.wakeforestnc.gov/TitleVI>.

Appendix E. Statistical Data Collection Standards

Standards for statistical data collection are as follows:

A. Surveys

All digital and hard copy surveys shall include the following questions:

Question	Responses
Select if you rent or own:	<ul style="list-style-type: none"> • Rent • Own • Prefer not to answer
Do you have a disability?	<ul style="list-style-type: none"> • Yes • No • Prefer not to answer
Select the gender you identify with:	<ul style="list-style-type: none"> • Male • Female • Non-binary • Prefer not to answer
Select your age:	<ul style="list-style-type: none"> • Under 18 • 18-24 • 25-34 • 35-44 • 45-54 • 55-64 • 65-74 • 75 or older • Prefer not to answer
How well do you speak English?	<ul style="list-style-type: none"> • Very well • Well • Okay • Very little • Not at all • Prefer not to answer
Which category best describes you?	<ul style="list-style-type: none"> • White (e.g., German, Irish, English, Italian, Polish, French, etc.) • Hispanic, Latino or Spanish origin (e.g., Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, etc.) • Black or African American (e.g., African American, Jamaican, Haitian, Nigerian, Ethiopian, Somalian, etc.)

Question	Responses
	<ul style="list-style-type: none"> • Asian (e.g., Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, etc.) • American Indian or Alaska Native (e.g., Navajo nation, Blackfeet tribe, Mayan, Aztec, Native Village or Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.) • Middle Eastern or North African (e.g., Lebanese, Iranian, Egyptian, Syrian, Moroccan, Algerian, etc.) • Native Hawaiian or Other Pacific Islander (e.g., Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, etc.) • Some other race, ethnicity or origin • Prefer not to answer
<p>What language do you speak at home? (open-ended)</p>	
<p>Select your highest level of education attainment:</p>	<ul style="list-style-type: none"> • Some high school • High school graduate • Some college • Associate degree • Bachelor's degree • Master's degree or higher • Prefer not to say
<p>What is your approximate annual household income?</p>	<ul style="list-style-type: none"> • Less than \$12,000 • \$12,000 - \$19,999 • \$20,000 - \$30,999 • \$31,000 - \$46,999 • \$47,000 - \$69,999 • \$70,000 - \$93,999 • \$94,000 - \$117,999 • \$118,000 or greater • Prefer not to answer
<p>How did you hear about this survey?</p>	<ul style="list-style-type: none"> • Email • Mail • Social media • Newsletter • Flyer • Phone banking • Project website • Friend/Neighbor told me about it • Community organization leader told me about it • Other • Prefer not to answer

B. Methods for Identifying Affected Populations

The Town of Wake Forest Planning Department has developed a Title VI Affected Populations Map Application that allows Town staff to better identify populations that may be impacted by specific projects or programs. The Town will continue to explore methods for identifying affected populations and update after each decennial census.

Appendix F. Title VI Nondiscrimination Agreement between the NCDOT and the Town of Wake Forest


**TITLE VI NONDISCRIMINATION AGREEMENT
BETWEEN
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
AND
THE TOWN OF WAKE FOREST**

In accordance with DOT Order 1050.2A, the Town of Wake Forest assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, religion, age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the Town of Wake Forest .

Further, the Town of Wake Forest hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Town Manager of the organization.
2. Issue a policy statement, signed by the Town Manager of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public, and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of the Town Manager.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subrecipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.



 Authorized Signature
 6/3/21

 Date

Kip Padgett
Town Manager

Appendix G. Resolution of Adoption of Town of Wake Forest Title VI Program Plan

RESOLUTION 2021-80

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST TO ADOPT THE TOWN OF WAKE FOREST TITLE VI PROGRAM PLAN

WHEREAS, it is the express policy of the Town of Wake Forest that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving federal funds on the grounds of race, color, national origin, sex, age, disability, or income, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166; and

WHEREAS, the Town further affirms that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town program or activity, whether those programs, activities and services are federally funded or not, on the grounds of race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level; and

WHEREAS, it is the policy of the Wake Forest Board of Commissioners to assure affirmative compliance with Title VI of the 1964 Civil Rights Act and its related statutes; and

WHEREAS, throughout the years, additional regulations, statutes, directives, cases, and executive orders have been passed which expand the breadth of Title VI.

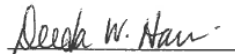
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Wake Forest adopts the Town of Wake Forest Title VI Program Plan with an effective date of June 1, 2021.

Motion by: Adam Wright

Second by: Bridget Wall-Lennon

Mayor: 

ATTEST:


Town Clerk

**Town of Wake Forest
Title VI
Departmental Liaisons**

Department	Liaison
Administration	Lisa Hayes Strategic Performance Manager
Communications	Bill Crabtree Communications Director
Downtown Development	Jennifer Herbert Downtown Development Manager
Economic Development	Spencer Warren Economic Development Manager
Engineering	Joe Guckavan Engineering Director
Financial Services	Ben Blevins Senior Budget Analyst
Fire & Rescue	Ed Barrett Battalion Chief
Human Resources	Ben Naprstek Safety and Risk Manager
Inspections/Public Facilities	Mickey Rochelle Facilities Manager
Information Technology	Adam Oates Chief Information Officer
Parks, Recreation & Cultural Resources	Monica Lileton Recreation Program Manager
Planning	Brad West Long Range Planning Manager
Police	Julius Jefferson Captain
Public Works	Jeannette Johnson Sustainability Coordinator Tim Bailey Public Works Director
Renaissance Centre	Debra Horton Center Specialist
Wake Forest Power	Chris Terrell Electric Department Supervisor

Appendix I. Town of Wake Forest Title VI Supervisor Training Roster

Title VI Supervisory Training Roster via Power DMS

Last Name	First Name	Document Name	Revision Date	Location	Signed Date
Abbott	Scott	Title-VI-Plan f	6/3/2021 10:14	Wake Forest Power	6/4/2021 14:58
Albert	Andrew	Title-VI-Plan f	6/3/2021 10:14	Police Dept	6/8/2021 15:25
Alderman	Justin	Title-VI-Plan f	6/3/2021 10:14	Fire	6/13/2021 12:57
Allen	Ronnie	Title-VI-Plan f	6/3/2021 10:14	Police Dept	6/4/2021 0:39
Arnold	Dustin	Title-VI-Plan f	6/3/2021 10:14	Fire	6/7/2021 8:20
Austin	Edward	Title-VI-Plan f	6/3/2021 10:14	Town Hall	6/4/2021 8:37
Babson	Charles	Title-VI-Plan f	6/3/2021 10:14	Police Dept	6/7/2021 7:01
Bailey	Tim	Title-VI-Plan f	6/3/2021 10:14	Public Works	6/3/2021 12:28
Barrett	Edward	Title-VI-Plan f	6/3/2021 10:14	Fire	6/7/2021 8:25
Bass	Christopher	Title-VI-Plan f	6/3/2021 10:14	Town Hall	6/10/2021 11:28
Bitting	Aaron	Title-VI-Plan f	6/3/2021 10:14	Police Dept	6/3/2021 14:50
Blake	Jeremey	Title-VI-Plan f	6/3/2021 10:14	Fire	6/4/2021 11:02
Blevins	Benjamin	Title-VI-Plan f	6/3/2021 10:14	Town Hall	6/7/2021 8:49
Bloodworth	Bryan	Title-VI-Plan f	6/3/2021 10:14	Police Dept	6/5/2021 8:57
Bolton	Anna	Title-VI-Plan f	6/3/2021 10:14	Town Hall	6/16/2021 9:50
Brogden	Tony	Title-VI-Plan f	6/3/2021 10:14	Wake Forest Power	6/7/2021 6:24
Brown	Andrew	Title-VI-Plan f	6/3/2021 10:14	Town Hall	6/3/2021 10:30
Brown	Justin	Title-VI-Plan f	6/3/2021 10:14	Fire	6/7/2021 10:14
Bryant	Garrett	Title-VI-Plan f	6/3/2021 10:14	Town Hall	6/7/2021 8:50
Burchett	Robert	Title-VI-Plan f	6/3/2021 10:14	Police Dept	6/3/2021 13:30
Carroll	Adam	Title-VI-Plan f	6/3/2021 10:14	Public Works	6/3/2021 14:59
Carroll	Donny	Title-VI-Plan f	6/3/2021 10:14	Public Works	6/4/2021 14:10
Carter	Nicholas	Title-VI-Plan f	6/3/2021 10:14	Fire	6/17/2021 9:19
Cash	Daryl	Title-VI-Plan f	6/3/2021 10:14	Fire	6/9/2021 16:24

Cashwell	Stephen	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/7/2021 0:28
Champion	Chad	Title-VI- Plan f	6/3/2021 10:14	Wake Forest Power	6/4/2021 14:56
Chilton	Andrew	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/9/2021 22:12
Collie	Neal	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/7/2021 18:38
Cribb	Brandon	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/5/2021 6:51
Currin	Jennifer	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/22/2021 11:54
Davis	Ben	Title-VI- Plan f	6/3/2021 10:14	Fire	6/7/2021 9:58
Davis	Candace	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/9/2021 9:37
DeGaetano	Alice	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/4/2021 11:50
Devores	Luke	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/3/2021 10:19
Dickens	Kyle	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/4/2021 16:49
Doherty	David	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 10:28
Drendall	Brent	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/4/2021 8:36
Driver	Randy	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/8/2021 10:18
Driver	Stephen	Title-VI- Plan f	6/3/2021 10:14	Fire	6/14/2021 7:18
Dunn	Deborah	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 11:15
Early	Ron	Title-VI- Plan f	6/3/2021 10:14	Fire	6/10/2021 14:28
Eason	Edward	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 7:29
Edwards	Timothy	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/3/2021 12:50
Franklin	Mitzi	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/3/2021 10:16
Gamber	Trent	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 14:35
Godfrey	Donald	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/4/2021 8:48
Graham	Jason	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/7/2021 9:46
Gregory	Daniel	Title-VI- Plan f	6/3/2021 10:14	Fire	6/4/2021 7:39
Hale	Aaron	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 8:11
Handford	Brendan	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 9:06
Hartwick	Dawn	Title-VI-	6/3/2021	Police Dept	6/3/2021

		Plan f	10:14		10:41
Herbert	Jennifer	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 18:03
High	Brandon	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 14:50
Hildebrandt	Chad	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/3/2021 11:12
Holbrook	Waylon	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 7:23
Horton	Debra	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/3/2021 10:50
Horton	Jacob	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/9/2021 9:36
Hoyle	Randy	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/3/2021 15:34
Jackson	Garrett	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 8:52
Jacobs	Jonathan	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/14/2021 9:00
Jefferson	Julius	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 13:48
John	Eric	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 8:51
Jones	Virginia	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/4/2021 8:44
Kearney	Jimmie	Title-VI- Plan f	6/3/2021 10:14	Wake Forest Power	6/7/2021 7:49
Kimley	James	Title-VI- Plan f	6/3/2021 10:14	Fire	6/9/2021 13:53
Kirsch	Kevin	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/3/2021 10:39
Lairmore	Thomas	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/5/2021 0:55
Lamberti	Anthony	Title-VI- Plan f	6/3/2021 10:14	Fire	6/4/2021 16:33
Leonard	Jeff	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/14/2021 9:22
Lezama	Alejandro	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/8/2021 8:13
Lileton	Monica	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/3/2021 10:20
Luvisi	Allison	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 16:51
Main	Joshua	Title-VI- Plan f	6/3/2021 10:14	Fire	6/7/2021 17:08
Mangum	Kyle	Title-VI- Plan f	6/3/2021 10:14	Fire	6/3/2021 12:53
Martinson	Elizabeth	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/8/2021 9:30
May	Matthew	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 18:45
McArthur	Jeffrey	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 10:23

Medlin	Alton(Bo)	Title-VI- Plan f	6/3/2021 10:14	Fire	6/6/2021 7:53
Medlin	Ethan	Title-VI- Plan f	6/3/2021 10:14	Fire	6/3/2021 10:21
Medlin	Joseph	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/7/2021 15:24
Mier	Hugo	Title-VI- Plan f	6/3/2021 10:14	Wake Forest Power	6/7/2021 7:02
Minor	Chris	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 10:29
Misko	Patrick	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/5/2021 14:22
Mitchell	Carrie	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/3/2021 15:27
Moffatte	Ian	Title-VI- Plan f	6/3/2021 10:14	Fire	6/9/2021 15:10
Mohn	Erick	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 9:22
Monaco	Ivette	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/10/2021 9:47
Monday	Shawn	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/4/2021 14:21
Moore	Richard	Title-VI- Plan f	6/3/2021 10:14	Fire	6/4/2021 8:48
Morris	Jeremy	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/4/2021 15:15
Mote	Brian	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 13:52
Naprstek	Benjamin	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 10:05
Newsom	Bryan	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/4/2021 5:08
Oates	Adam	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/4/2021 15:00
Pelt	Dean	Title-VI- Plan f	6/3/2021 10:14	Public Works	6/7/2021 13:33
Pennington	Joseph	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/14/2021 14:46
Perry	Cindy	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 14:22
Pleasants	Zack	Title-VI- Plan f	6/3/2021 10:14	Fire	6/4/2021 8:07
Pruitt	Al	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 8:13
Pruitt	Dale	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/4/2021 8:38
Putnam	Jeff	Title-VI- Plan f	6/3/2021 10:14	Fire	6/4/2021 16:48
Ragland	Darryl	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/7/2021 6:10
Reidy	Patrick	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/22/2021 10:22
Riddle	Morgan	Title-VI-	6/3/2021	Police Dept	6/10/2021

		Plan f	10:14		6:08
Riedl	Kathryn	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/8/2021 12:02
Rochelle	Mickey	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/7/2021 8:26
Sadler	John-Caleb	Title-VI- Plan f	6/3/2021 10:14	Fire	6/7/2021 10:29
Sandling	Davis	Title-VI- Plan f	6/3/2021 10:14	Fire	6/7/2021 9:25
Satterwhite	Dustin	Title-VI- Plan f	6/3/2021 10:14	Fire	6/4/2021 12:40
Schmidt	Randall	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 8:56
Schwenk	Justin	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 8:40
Schwenk	Thomas	Title-VI- Plan f	6/3/2021 10:14	Fire	6/8/2021 8:08
Shambley	Jason	Title-VI- Plan f	6/3/2021 10:14	Wake Forest Power	6/4/2021 14:58
Snyder	Allison	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/4/2021 8:23
Stanton	David	Title-VI- Plan f	6/3/2021 10:14	Fire	6/11/2021 11:04
Strawbridge	Matthew	Title-VI- Plan f	6/3/2021 10:14	Fire	6/14/2021 16:18
Strickland	Jeremy	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/4/2021 5:57
Terrell	Chris	Title-VI- Plan f	6/3/2021 10:14	Wake Forest Power	6/7/2021 7:22
Timberlake	Bryon	Title-VI- Plan f	6/3/2021 10:14	Fire	6/10/2021 9:04
Urdaneta	Alex	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/4/2021 19:42
Vargo	Jeremy	Title-VI- Plan f	6/3/2021 10:14	Wake Forest Power	6/3/2021 13:01
Wagner	Steven	Title-VI- Plan f	6/3/2021 10:14	Fire	6/11/2021 12:56
Weatherford	Robert	Title-VI- Plan f	6/3/2021 10:14	Fire	6/14/2021 11:17
Weathers	Marvin	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/8/2021 7:03
Webb	Tyler	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/3/2021 12:35
Wilkins	Christopher	Title-VI- Plan f	6/3/2021 10:14	Fire	6/17/2021 9:02
Wright	Bryan	Title-VI- Plan f	6/3/2021 10:14	Fire	6/3/2021 14:07
Wright	Chandra	Title-VI- Plan f	6/3/2021 10:14	Town Hall	6/14/2021 9:06
Zick	David	Title-VI- Plan f	6/3/2021 10:14	Police Dept	6/7/2021 18:43



TOWN of WAKE FOREST

CONTRACT FOR _____descriptive title]

This contract is made and entered into as of the ___ day of _____, 20____, by the Town of Wake Forest ("Town") and INSERT NAME HERE ("Consultant"), organized and existing under the laws of the State of North Carolina.

Sec. 1. Background and Purpose. [insert short description]

Sec. 2. Services and Scope to be Performed. The Consultant shall [state the services and scope to be provided.] In this contract, "Work" means the services that the Consultant is required to perform pursuant to this contract and all of the Consultant's duties to the Town that arise out of this contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The Town reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Sec. 3. Contract Duration. This duration of this contract shall be (State the amount of time the contract is valid and/or a start and completion date for the contract.)

Sec. 4. Complete Work without Extra Cost. Unless otherwise provided, the Consultant shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

Sec. 5. Compensation. The Town shall pay the following amount to the Consultant for the Work as described in Section 2: [Put the amount the contract is for and the payment terms] The Town shall not be obligated to pay the Consultant any payments, fees, expenses, or compensation other than those authorized by this section.

Sec. 6. Consultant's Billings to Town. The Consultant shall submit an invoice once job is completed or at designated times during the course of completing a job. Once the invoice is submitted and approved by the appropriate department the terms will be Net 30 days. The terms may only be changed by written consent of the Finance Director.

Sec. 7. Insurance. Consultant shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits
Employers' Liability	\$ 1,000,000
General Liability	\$1,000,000
Automobile Liability	\$500,000
Professional Liability (E & O)	\$1,000,000
(If Required)	

Contractor shall provide the Town with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or contractor's agent in the event of

cancellation, reduction, or other modifications of coverage. In addition to the notice requirement above, Contractor shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the Town for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract. The Town shall be listed as **certificate holder and** named as an **additional insured** under General Liability. It is required that coverage be placed with "A" rated insurance companies acceptable to the Town. Failure to maintain the required insurance in force may be cause for contract termination. In the event that the contractor fails to maintain and keep in force the insurance herein required, the Town has the right to cancel and terminate the contract without notice. Contractor shall provide proof that a **Drug-Free Workplace Program** is in place and that drivers meet **DOT/CDL licensing** requirements, if requested.

Sec. 8. Performance of Work by Town. If the Consultant fails to perform the Work in accordance with the schedule referred to in Sec. 2. above, the Town may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Consultant reasonable notice of its intention. The Consultant shall reimburse the Town for all costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Sec. 9. Attachments. The following attachments are made a part of this contract and incorporated herein by reference:
Attachment A: *[Insert title of attachment]*

Sec. 10. Notice. (a) All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:
To the Town: To the Consultant:

(b) Change of Address, Date Notice Deemed Given: A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever occurs first.

Sec. 11. Indemnification. To the extent permitted by law, the Consultant agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Consultant.

Sec. 12. Miscellaneous.

(a) Choice of Law and Forum. This contract shall be deemed made in Wake County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

(b) Waiver. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(c) Performance of Government Functions: Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(d) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

(e) Assignment, Successors and Assigns. Without the Town's written consent, the Consultant shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this contract. Unless the Town otherwise agrees

in writing, the Consultant and all assigns shall be subject to all of the Town's defenses and shall be liable for all of the Consultant's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Consultant the right to assign, it is agreed that the duties of the Consultant that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(f) Compliance with Law. In performing all of the Work, the Consultant shall comply with all applicable law.

(g) Town Policy. THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONSULTANTS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONSULTANTS AND VENDORS UNDER CITY CONTRACTS.

(h) EEO Provisions. During the performance of this Contract the Consultant agrees as follows:

(1) The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Consultant in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

(i) No Third Party Right Created. This contract is intended for the benefit of the Town and the Consultant and not any other person.

(j) Principles of Interpretation. In this contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

(k) Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless the Town Manager or other duly authorized official signs it for the Town. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed, or implied, between the parties, other than as set forth or referenced in this contract.

(l) E-Verify. Consultant shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if Consultant utilizes a subconsultant, Consultant shall require the Subconsultant to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

(m) Iran Divestment Act. Consultant certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of this Contract, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.

(n) Divestment from Companies that Boycott Israel. Consultant represents, covenants, and certifies that it is not listed on the list of restricted companies developed and published by the North Carolina State Treasurer as required by N.C.G.S. 147-86.81.

(o) Quality and Workmanship. All work performed and/or services rendered shall be performed to the satisfaction of the Town of Wake Forest. The work performed and/or services rendered shall not be considered complete, nor applicable payments rendered, until the Town is satisfied with the work performed and/or services rendered.

(p) Standard Terms and Conditions. The Town of Wake Forest's Standard Terms and Conditions listed at https://www.wakeforestnc.gov/sites/default/files/uploads/towf_standard_terms_and_conditions.pdf will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Wake Forest (the "Town"). Additional Terms and Conditions stated on the face of a Town purchase order shall take precedence over any conflicting Standard Terms and Conditions stated. Any Terms and Conditions not stated, but incorporated by reference therein, shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the Terms and Conditions of that contract shall supersede any conflicting Standard Terms and Conditions.

SEC. 13. Title VI.

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Town of Wake Forest (hereinafter, "Town") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Town to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Town as appropriate and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Town shall impose such contract sanctions as it or the Town may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Town to enter into such litigation to protect the interests of the Town, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SEC. 14. Pre-Audit.

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Officer)
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

SEC. 15. Contract Monitoring.

Staff member responsible for monitoring the contract performance requirement is:

Name and Title: _____ Department Head Initials _____

IN WITNESS WHEREOF, the Town of Wake Forest and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONSULTANT:

By: _____

By: _____

Printed

Printed

Witnessed by:

Witnessed by:

Name

Name

Printed

Printed

(SEAL)

(SEAL)



TOWN of
WAKE FOREST

CONTRACT FOR _____ [descriptive title]

This contract is made and entered into as of the ____ day of _____, 20____, by the Town of Wake Forest ("Town") and INSERT NAME HERE ("Contractor"), organized and existing under the laws of the State of North Carolina.

Sec. 1. Background and Purpose. [insert short description]

Sec. 2. Services and Scope to be Performed. The Contractor shall [state the services and scope to be provided]. In this contract, "Work" means the services that the Contractor is required to perform pursuant to this contract and all of the Contractor's duties to the Town that arise out of this contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The Town reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Sec. 3. Contract Duration. This duration of this contract shall be (State the amount of time the contract is valid and/or a start and completion date for the contract.)

Sec. 4. Complete Work without Extra Cost. Unless otherwise provided, the Contractor shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

Sec. 5. Compensation. The Town shall pay the following amount to the Contractor for the Work as described in Section 2: [Put the amount the contract is for and the payment terms] The Town shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section.

Sec. 6. Contractor's Billings to Town. The contractor shall submit an invoice once job is completed or at designated times during the course of completing a job. Once the invoice is submitted and approved by the appropriate department the terms will be **Net 30 days**. The terms may only be changed by written consent of the Finance Director.

Sec. 7. Insurance. Contractor shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits
Employers' Liability	\$ 1,000,000
General Liability	\$1,000,000
Automobile Liability	\$500,000
Professional Liability [E & O]	\$1,000,000

(If Required)

Contractor shall provide the Town with a **Certificate of Insurance** for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or contractor's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Contractor shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the Town for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract. The Town shall be listed as **certificate holder and** named as an **additional insured** under General Liability. It is required that coverage be placed with "A" rated insurance companies acceptable to the Town. Failure to maintain the required insurance in force may be cause for contract termination. In the event that the contractor fails to maintain and keep in force the insurance herein required, the Town has the right to cancel and terminate the contract without notice. Contractor shall provide proof that a **Drug-Free Workplace Program** is in place and that drivers meet **DOT/CDL licensing** requirements, if requested.

Sec. 8. Performance of Work by Town. If the Contractor fails to perform the Work in accordance with the schedule referred to in Sec. 2. above, the Town may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Contractor reasonable notice of its intention. The Contractor shall reimburse the Town for all costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Sec. 9. Attachments. The following attachments are made a part of this contract and incorporated herein by reference:
Attachment A: *[Insert title of attachment]*

Sec. 10. Notice. (a) All notices and other communications required or permitted by this contract shall be in writing and shall be given by either personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:
To the Town: To the Contractor:

(b) Change of Address, Date Notice Deemed Given: A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever occurs first.

Sec. 11. Indemnification. To the extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Contractor.

Sec. 12. Miscellaneous.

(c) Choice of Law and Forum. This contract shall be deemed made in Wake County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

(d) Waiver. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(c) Performance of Government Functions: Nothing contained in this contract shall be deemed or construed in any way to stop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(d) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

(e) Assignment, Successors and Assigns. Without the Town's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this contract. Unless the Town otherwise agrees in writing, the Contractor and all assigns shall be subject to all of the Town's defenses and shall be liable for all of the Contractor's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(i) Compliance with Law. In performing all of the Work, the Contractor shall comply with all applicable law.

(j) Town Policy. THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER CITY CONTRACTS.

(k) EEO Provisions. During the performance of this Contract the Contractor agrees as follows:

(2) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Contractor in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

(i) No Third Party Right Created. This contract is intended for the benefit of the Town and the Contractor and not any other person.

(j) Principles of Interpretation. In this contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

(k) Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless the Town Manager or other duly authorized official signs it for the Town. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

(l) E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

(m) Iran Divestment Act. Contractor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.

(n) Divestment from Companies that Boycott Israel. Contractor represents, covenants, and certifies that it is not listed on the list of restricted companies developed and published by the North Carolina State Treasurer as required by N.C.G.S. 147-86.81.

(o) Quality and Workmanship. All work performed and/or services rendered shall be performed to the satisfaction of the Town of Wake Forest. The work performed and/or services rendered shall not be considered complete, nor applicable payments rendered, until the Town is satisfied with the work performed and/or services rendered.

(p) Standard Terms and Conditions. The Town of Wake Forest's Standard Terms and Conditions listed at: <https://www.wakeforestnc.gov/sites/default/files/uploads/residents/finance/towf-standard-terms-and-conditions-final.pdf> will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Wake Forest (the "Town"). Additional Terms and Conditions stated on the face of a Town purchase order shall take precedence over any conflicting Standard Terms and Conditions stated. Any Terms and Conditions not stated, but incorporated by reference therein, shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the Terms and Conditions of that contract shall supersede any conflicting Standard Terms and Conditions.

SEC. 13. Title VI.

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Town of Wake Forest (hereinafter, "Town") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Town to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Town as appropriate and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Town shall impose such contract sanctions as it or the Town may determine to be appropriate, including, but not limited to:

- (c) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (d) cancellation, termination, or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Town to enter into such litigation to protect the interests of the Town, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SEC. 14. Pre-Audit.

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

 (Signature of Finance Officer)
 Town of Wake Forest
 301 S. Brooks Street
 Wake Forest, NC 27587

SEC. 15. Contract Monitoring.

Staff member responsible for monitoring the contract performance requirement is:

Name and Title: _____ Department Head Initials _____

IN WITNESS WHEREOF, the Town of Wake Forest and the Contractor have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONTRACTOR:

By: _____

By: _____

Printed

Printed

Witnessed by:

Witnessed by:

Name

Name

Printed

Printed

(SEAL)

(SEAL)



TOWN of WAKE FOREST

CONTRACT FOR _____ *descriptive title*]

This contract is made and entered into as of the ___ day of _____, 20____, by the Town of Wake Forest ("Town") and INSERT NAME HERE ("Consultant"), organized and existing under the laws of the State of North Carolina.

Sec. 1. Background and Purpose. *[insert short description]*

Sec. 2. Services and Scope to be Performed. The Consultant shall *[state the services and scope to be provided.]* In this contract, "Work" means the services that the Consultant is required to perform pursuant to this contract and all of the Consultant's duties to the Town that arise out of this contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The Town reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Sec. 3. Contract Duration. This duration of this contract shall be (State the amount of time the contract is valid and/or a start and completion date for the contract.)

Sec. 4. Complete Work without Extra Cost. Unless otherwise provided, the Consultant shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

Sec. 5. Compensation. The Town shall pay the following amount to the Consultant for the Work as described in Section 2: *[Put the amount the contract is for and the payment terms]* The Town shall not be obligated to pay the Consultant any payments, fees, expenses, or compensation other than those authorized by this section.

Sec. 6. Consultant's Billings to Town. The Consultant shall submit an invoice once job is completed or at designated times during the course of completing a job. Once the invoice is submitted and approved by the appropriate department the terms will be **Net 30 days**. The terms may only be changed by written consent of the Finance Director.

Sec. 7. Insurance. Consultant shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits
Employers' Liability	\$ 1,000,000
General Liability	\$1,000,000
Automobile Liability	\$500,000
Professional Liability [E & O] (If Required)	\$1,000,000

Contractor shall provide the Town with a **Certificate of Insurance** for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or contractor's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Contractor shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the Town for which insurance

would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract. The Town shall be listed as **certificate holder and** named as an **additional insured** under General Liability. It is required that coverage be placed with "A" rated insurance companies acceptable to the Town. Failure to maintain the required insurance in force may be cause for contract termination. In the event that the contractor fails to maintain and keep in force the insurance herein required, the Town has the right to cancel and terminate the contract without notice. Contractor shall provide proof that a **Drug-Free Workplace Program** is in place and that drivers meet **DOT/CDL licensing** requirements, if requested.

Sec. 8. Performance of Work by Town. If the Consultant fails to perform the Work in accordance with the schedule referred to in Sec. 2. above, the Town may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Consultant reasonable notice of its intention. The Consultant shall reimburse the Town for all costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Sec. 9. Attachments. The following attachments are made a part of this contract and incorporated herein by reference:
Attachment A: *[Insert title of attachment]*

Sec. 10. Notice. (a) All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:
To the Town: To the Consultant:

(b) Change of Address, Date Notice Deemed Given: A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever occurs first.

Sec. 11. Indemnification. To the extent permitted by law, the Consultant agrees to pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Consultant.

Sec. 12. Miscellaneous.

(e) Choice of Law and Forum. This contract shall be deemed made in Wake County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

(f) Waiver. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(c) Performance of Government Functions: Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(d) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

(e) Assignment, Successors and Assigns. Without the Town's written consent, the Consultant shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this contract. Unless the Town otherwise agrees in writing, the Consultant and all assigns shall be subject to all of the Town's defenses and shall be liable for all of the Consultant's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Consultant the right to assign, it is agreed that the duties of the Consultant that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(l) Compliance with Law. In performing all of the Work, the Consultant shall comply with all applicable law.

- (m) Town Policy. THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONSULTANTS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONSULTANTS AND VENDORS UNDER CITY CONTRACTS.
- (n) EEO Provisions. During the performance of this Contract the Consultant agrees as follows:
- (3) The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Consultant in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- (i) No Third Party Right Created. This contract is intended for the benefit of the Town and the Consultant and not any other person.
- (j) Principles of Interpretation. In this contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.
- (k) Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless the Town Manager or other duly authorized official signs it for the Town. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.
- (l) E-Verify. Consultant shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if Consultant utilizes a subconsultant, Consultant shall require the Subconsultant to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.
- (m) Iran Divestment Act. Consultant certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of this Contract, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.
- (n) Divestment from Companies that Boycott Israel. Consultant represents, covenants, and certifies that it is not listed on the list of restricted companies developed and published by the North Carolina State Treasurer as required by N.C.G.S. 147-86.81.
- (o) Quality and Workmanship. All work performed and/or services rendered shall be performed to the satisfaction of the Town of Wake Forest. The work performed and/or services rendered shall not be considered complete, nor applicable payments rendered, until the Town is satisfied with the work performed and/or services rendered.
- (p) Standard Terms and Conditions. The Town of Wake Forest's Standard Terms and Conditions listed at https://www.wakeforestnc.gov/sites/default/files/uploads/towf_standard_terms_and_conditions.pdf will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Wake Forest (the "Town"). Additional Terms and Conditions stated on the face of a Town purchase order shall take precedence over any conflicting Standard Terms and Conditions stated. Any Terms and Conditions not stated, but incorporated by reference therein, shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the Terms and Conditions of that contract shall supersede any conflicting Standard Terms and Conditions.

SEC. 13. Title VI.

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Town of Wake Forest (hereinafter, "Town") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by

competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Town to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Town as appropriate and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Town shall impose such contract sanctions as it or the Town may determine to be appropriate, including, but not limited to:

- (e) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (f) cancellation, termination, or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Town to enter into such litigation to protect the interests of the Town, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SEC. 14. Pre-Audit.

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

 (Signature of Finance Officer)
 Town of Wake Forest
 301 S. Brooks Street
 Wake Forest, NC 27587

SEC. 15. Contract Monitoring.

Staff member responsible for monitoring the contract performance requirement is:

Name and Title: _____ Department Head Initials _____

IN WITNESS WHEREOF, the Town of Wake Forest and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONSULTANT:

By: _____

By: _____

Printed

Printed

Witnessed by:

Witnessed by:

Name

Name

Printed

Printed

(SEAL)

(SEAL)

Appendix K. Senior Leadership Team Training Roster

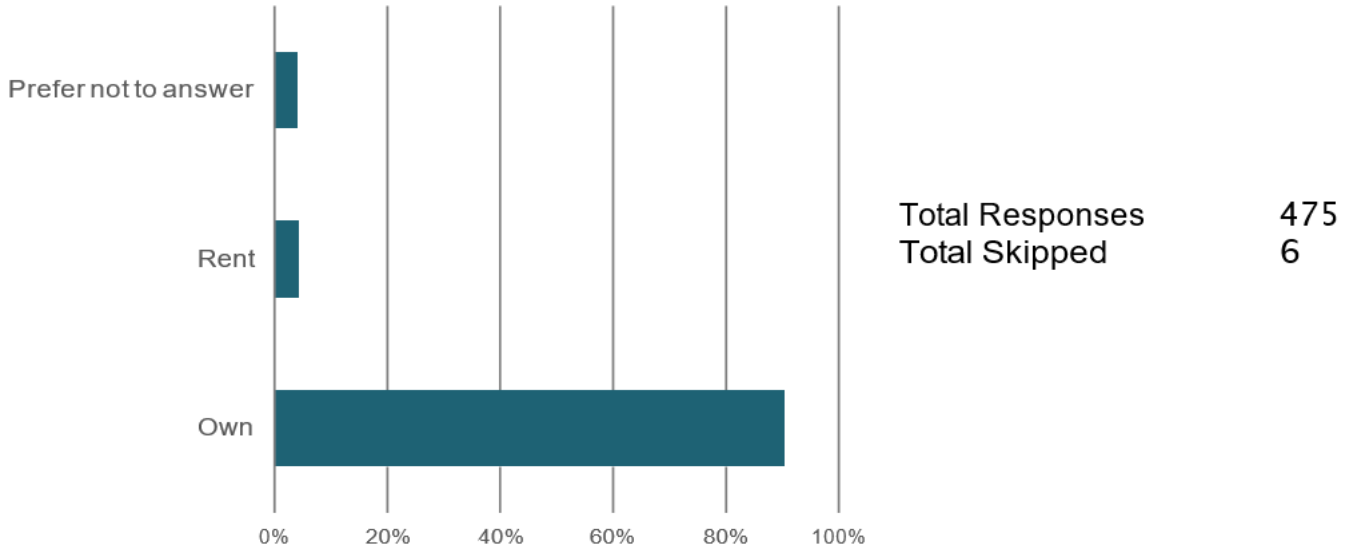
Town of Wake Forest Senior Leadership Team Title VI Refresher – June 5, 2023

Employee Name	Employee Title
Kip Padgett	Town Manager
Allison Snyder	Assistant Town Manager
Candace Davis	Assistant Town Manager
Lisa Hayes	Strategic Performance Manager
Hassan Kingsberry	Town Attorney
Bill Crabtree	Communications & Public Affairs Director
Jennifer Herbert	Downtown Development Manager
Jason Cannon	Economic Development Director
Joe Guckavan	Director of Engineering
Aileen Staples	Chief Financial Officer
Ron Early	Fire Chief
Mickey Rochelle	Facilities Manager
Angela McCray	Human Resources Director
JJ Carr	Inspections Director
Adam Oates	Chief Information Officer
Ruben Wall	Parks, Recreation & Cultural Resources Director
Courtney Tanner	Planning Director
Jeff Leonard	Chief of Police
Tim Bailey	Public Works Director
Debbie Dunn	Renaissance Centre Manager
Chris Terrell	Electric Utility Director

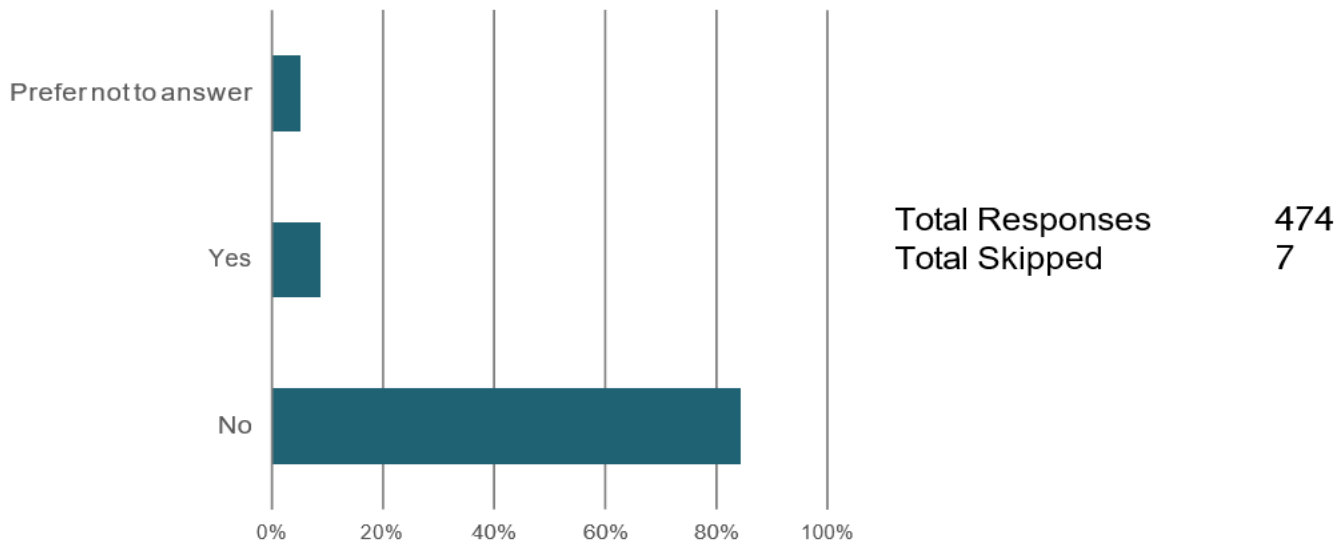
Appendix L. Wake Forest United Development Ordinance

The following demographic questions are entirely voluntary but will assist the Town's understanding of the effectiveness of outreach efforts. The Town is committed to equitable outreach and would greatly appreciate your participation.

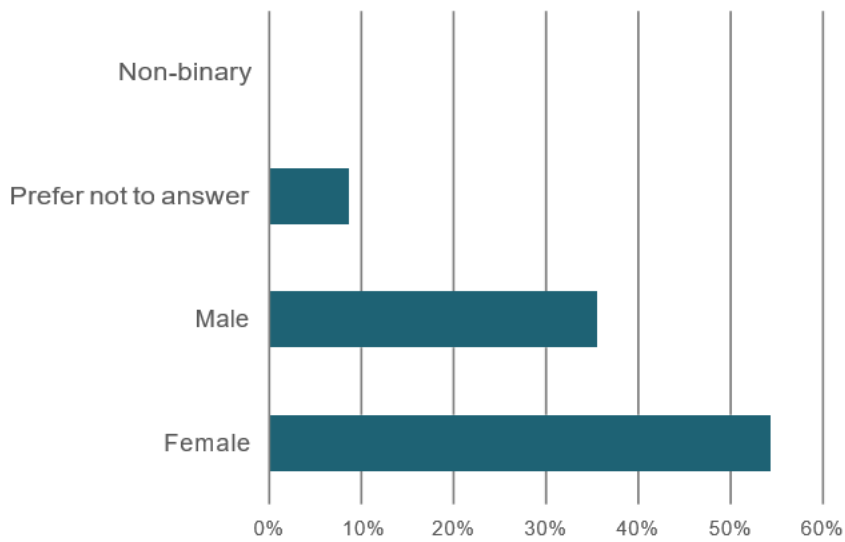
Select if you rent or own:



Do you have a disability?

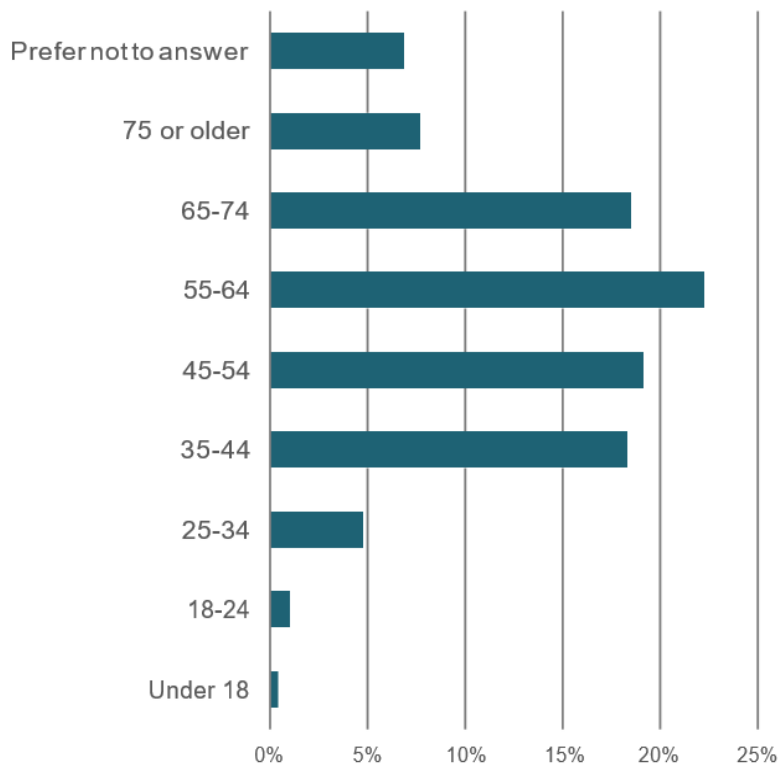


Select the gender you identify with:



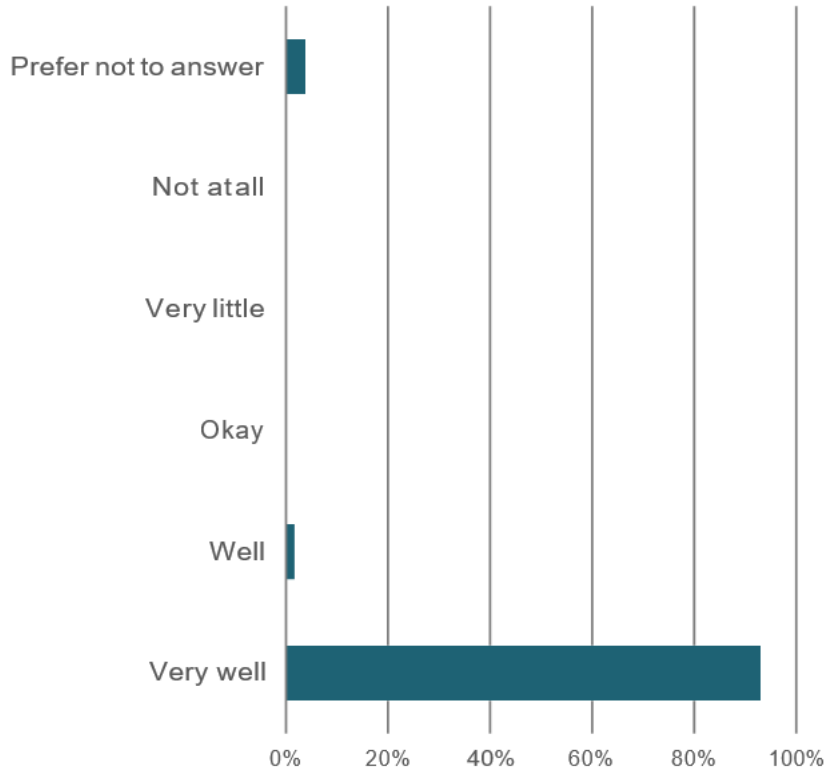
Total Responses 475
Total Skipped 6

Select your age:



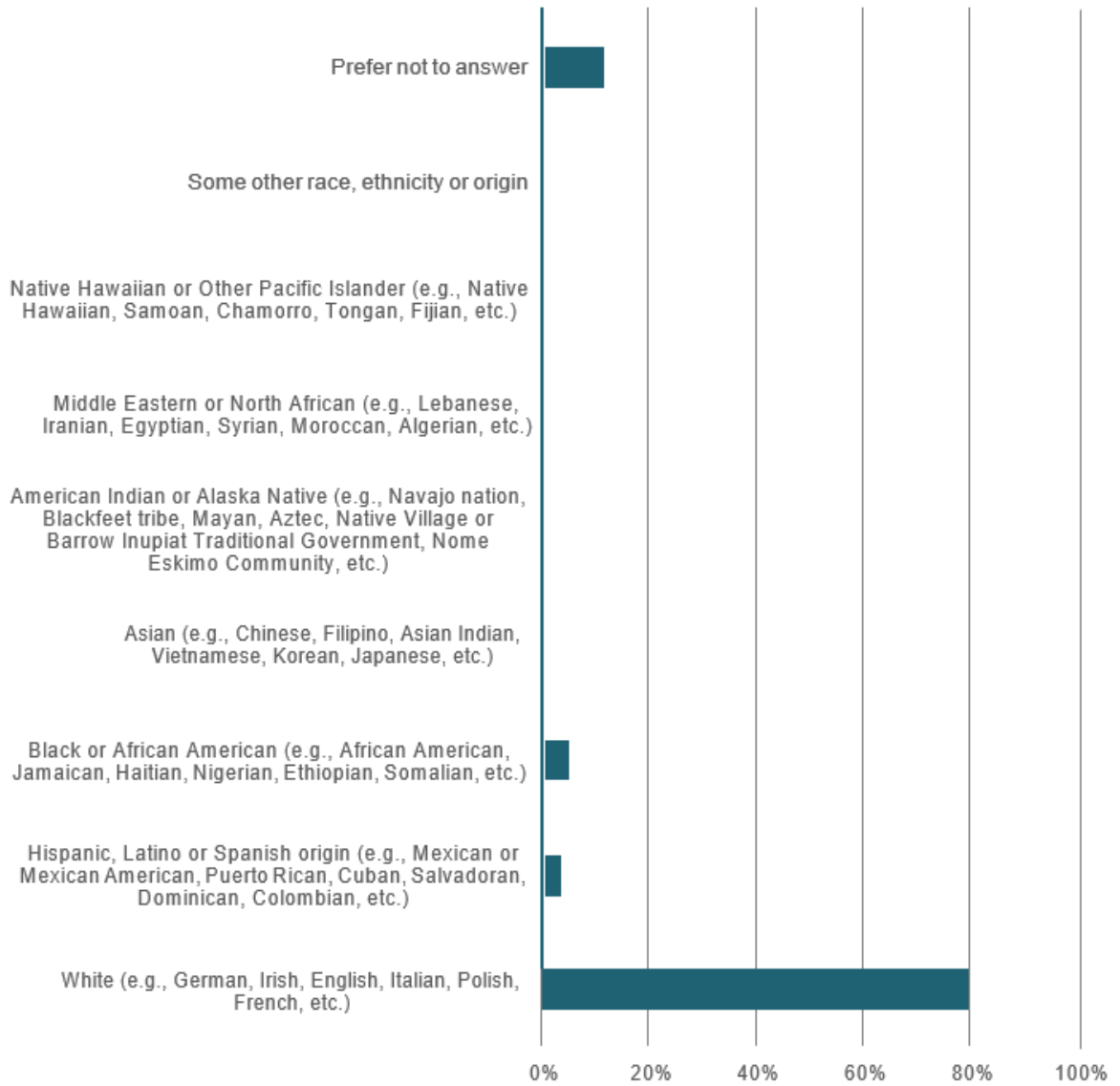
Total Responses 476
Total Skipped 5

How well do you speak English?



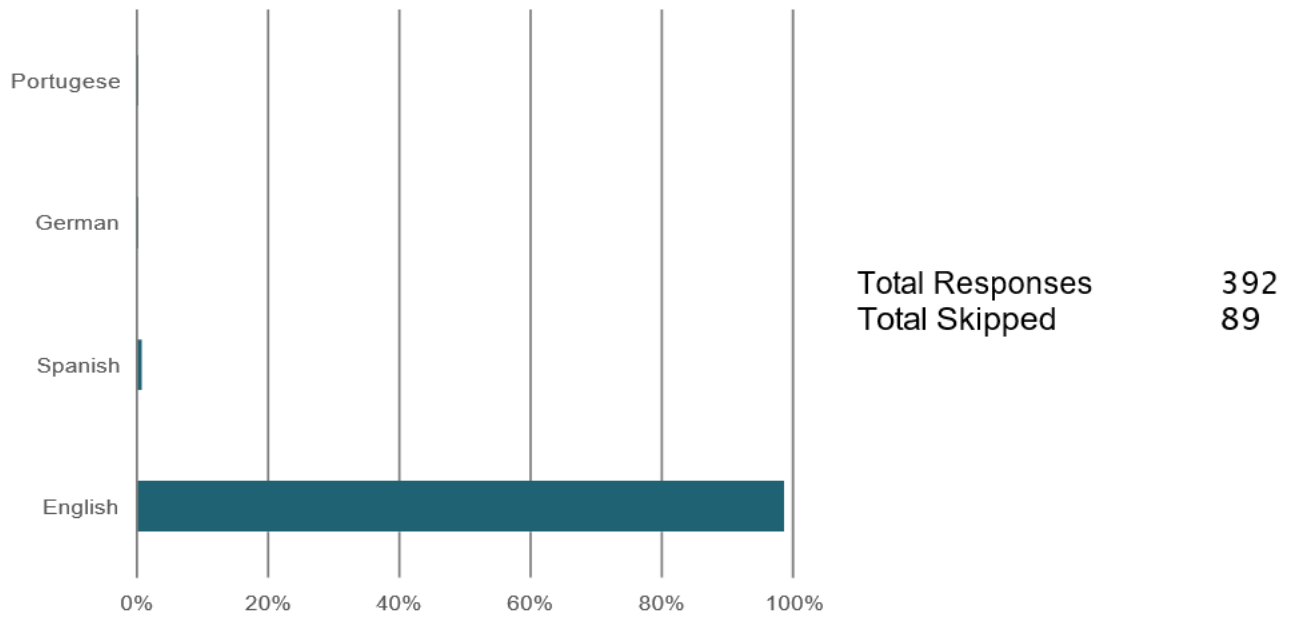
Total Responses 475
Total Skipped 6

Which category describes you best?

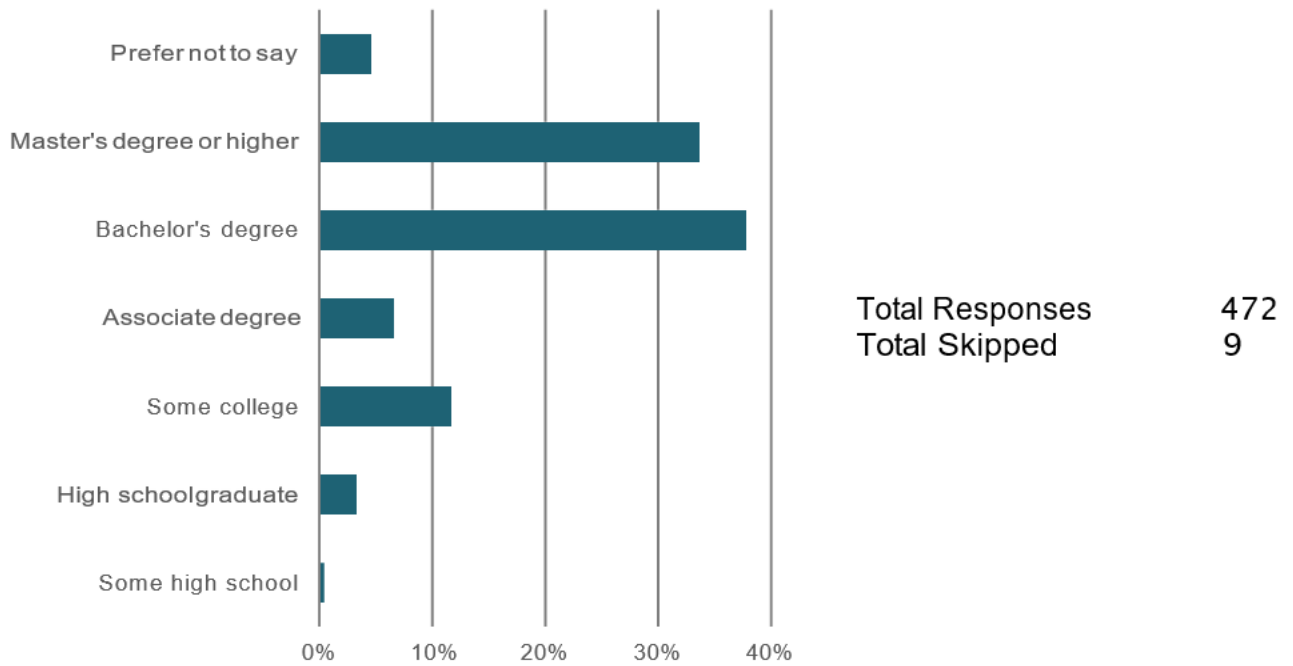


Total Responses 476
 Total Skipped 5

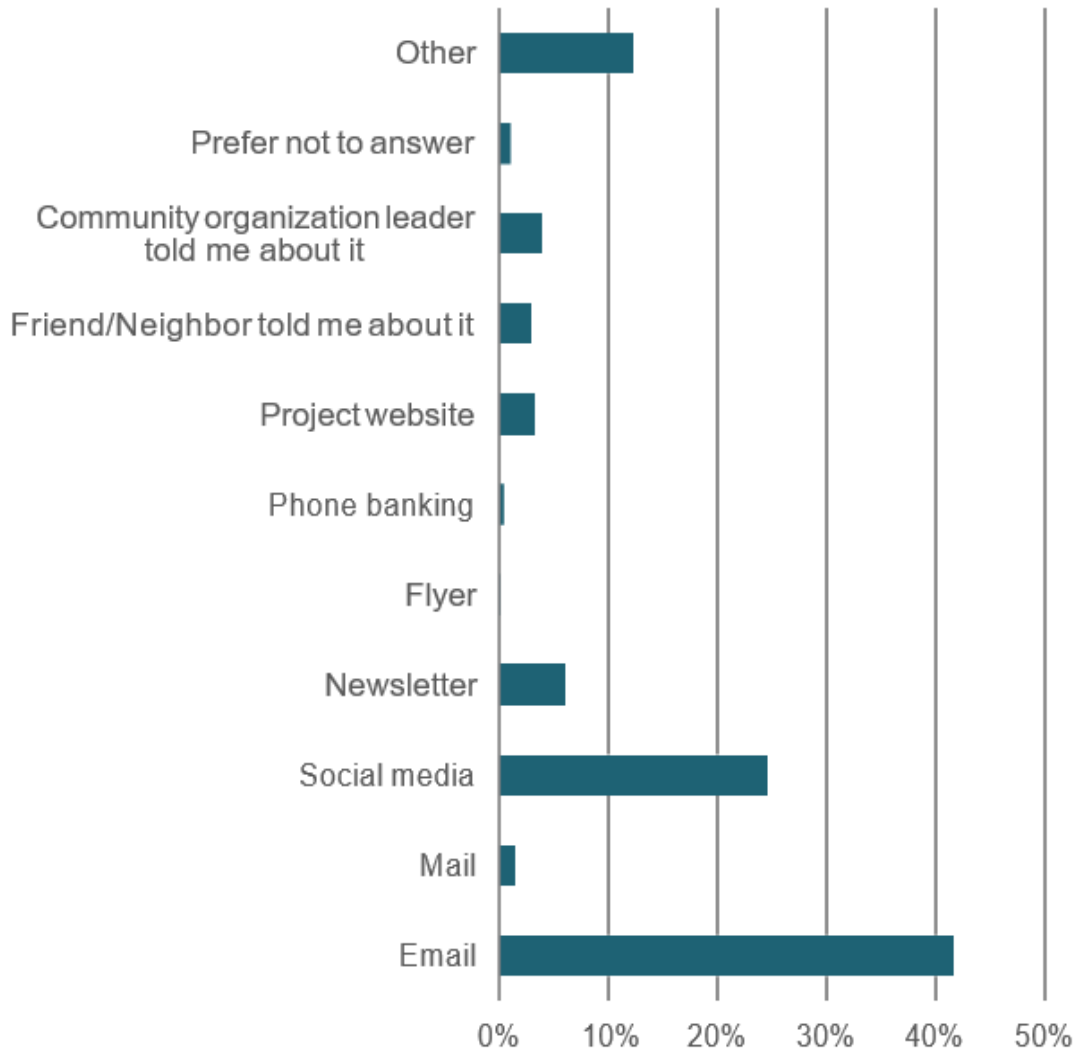
What language do you speak at home?



Select your highest level of education attainment:



How did you hear about this survey?



Total Responses 470
Total Skipped 11