

Rural Transformation Grant Fund Guidelines

Rural Engagement and Investment Program

I. FUND OVERVIEW

[NC Session Law 2021-180](#) and the associated appropriation committee report allocated \$50 million of Coronavirus State Fiscal Recovery Funds (SFRF) from the American Rescue Plan Act (ARPA) of 2021 and the U.S. Department of Treasury to the North Carolina Department of Commerce, Rural Economic Development Division (REDD), to administer a new Rural Transformation Grant program. Accordingly, the REDD has established the Rural Transformation Grant Fund as part of its Rural Engagement and Investment (RE&I) Program. The RTGF (\$50 million in (ARPA) funding) will provide grant resources, training, technical assistance, and education programs to local governments to help communities acquire critical resources, advance project implementation, build local capacity, and respond to critical issues relating to COVID-19 pandemic and recovery. The RTGF will help rural communities revitalize main street and downtown districts, seed and advance initiatives that build local capacity, revitalize, and strengthen neighborhoods, foster small business recovery/sustainability, and support economic growth. REDD will administer RTGF in accordance with State law and the [US SFRF Treasury Guidance](#), such as the [Final Rule](#), [the FAQs](#), and [the Compliance and Reporting Guidance](#). RTGF and associated agreements will also follow compliance requirements of the [Uniform Guidance \(2 CFR 200\)](#) and [09 NCAC 03M](#).

II. PURPOSE OF THE FUND

The fund will support projects under four programs:

- **Downtown Revitalization**
- **Resilient Neighborhoods**
- **Community Enhancement for Economic Growth**
- **Rural Community Capacity Building**

These programs will support projects that:

- Provide **public improvements that help retain businesses** and attract customers to business districts.
- Support **downtown economic development** initiatives that are intended to help retain and create jobs, spur private investment, support small businesses, and leverage main street and downtown districts as economic engines.
- Facilitate **business building improvements** by allowing businesses to rehabilitate or restore buildings to support business growth and sustainability, and lead to the creation of full-time jobs.

- Create **resilient neighborhoods** through community development, neighborhood revitalization, community resiliency, economic investments, and quality of life improvements.
- Increase the **local government capacity** of rural and distressed communities through training, technical assistance, and educational programs that help units of government increase administrative efficiencies, enhance public service delivery, support COVID-19 pandemic recovery efforts, and create sustainability.
- Support **community enhancements for economic growth** through the acquisition of land and buildings, the preparation/development of neighborhood properties and business sites, and the removal of non-historic structural and physical barriers for the purpose of enhancing community growth and economic development opportunities.

III. ELIGIBLE APPLICANTS

Units of local government located within Tier 1 and Tier 2 Counties, and Rural Census Tracts in Tier 3 Counties, are eligible for this program. REDD shall prioritize disbursing grants to units of local government serving populations that are negatively impacted by the COVID-19 pandemic at a disproportionate level when compared to the rest of the State, or located in a [Qualified Census Tract](#) as defined by the United States Department of Housing and Urban Development.

REDD may also give special consideration to applicants requesting funding for projects located in designated [Main Street and Small-Town Main Street communities](#) in [Tier 1 Counties, Tier 2 Counties](#), or [Rural Census Tracts in Tier 3 Counties](#).

Criteria to determine communities negatively impacted by the COVID-19 pandemic at a disproportionate level include:

- Low-income households and communities
- Households residing in [Qualified Census Tracts](#) (QCTs)
- Households that qualify for certain federal benefits (e.g., TANF, SNAP, SSI, WIC, Section 8 vouchers, LIHEAP)
- Households receiving services provided by Tribal governments

Low-income households and communities are defined as:

- Income at or below 185 percent of the Federal Poverty Guidelines
- Income at or below 40 percent of area median income for its county
- Applicants may use a default household size of three when easier for administration
- Applicants may consider any household earning below \$40,626 as disproportionately impacted

Disproportionately Impacted Small Businesses and Non-Profits are defined as:

- Small businesses or Non-profits operating in Qualified Census Tracts
- Small businesses or Non-Profits operated by Tribal governments or on Tribal lands
- Small businesses or Non-Profits operating in U.S. territories

Applicants may determine whether to measure income levels for specific households or for a geographic area based on the type of service to be provided. For example, applicants developing a program that serves specific households may measure income at the household level. Applicants providing a service that reaches a general geographic area may measure median income of that area.

IV. ELIGIBLE ACTIVITIES

Activities must have a direct link to the COVID-19 pandemic and be based on need or needs substantiated by the local government applicant. Projects funded by the RTGF may include the following types of activities:

Rural Transformation Grant Fund Eligible Activity – Downtown Revitalization Program	Description
Public Improvements	Improvements to publicly owned buildings, lots, alleys, and streetscapes, parking facilities, restrooms, waterfront developments, and parks to address disproportionate public or private negative economic impacts from the pandemic in a downtown qualified census tract.
Mixed-Use Downtown Development	Improvements to publicly owned property that will leverage the rehabilitation of privately owned existing buildings or new construction infill development to address disproportionate negative economic impacts from the pandemic, in areas zoned and developed for a mix of uses. The mix of uses may include two or more of the following: retail, restaurant, service, professional, nonprofit, governmental, institutional, or residential. Such public improvements may be made to any of the following: buildings, facades, lots, alleys, and streetscapes, parking, infrastructure, etc. in a downtown qualified census tract.
Small Business Improvements	Public Improvements and planning studies to address disproportionate private negative economic impacts from the pandemic, that will leverage the rehabilitation of privately owned downtown commercial and mill buildings that may house small businesses, including exterior and interior improvements, for the purpose of business

	retention, expansion or recruitment activities that retain or create jobs. Public improvements may be made to any of the following: buildings, facades, lots, alleys, and streetscapes, parking, infrastructure, historic preservation studies, ordinances, etc. in a downtown qualified census tract.
Training & Technical Assistance	Community, county or regional training and technical assistance, organized and sponsored by a local government, to address disproportionate private negative economic impacts from the pandemic and leverage asset based downtown economic development in a downtown qualified census tract. Such training and technical assistance may include small scale manufacturing cohort development, downtown revitalization, historic preservation, workforce or affordable housing, tourism-based destination development, etc., and may be conducted by private consultants.
Planning	The development of plans for the public sector to address disproportionate private negative economic impacts from the pandemic in a downtown qualified census tract, by furthering the development of historic preservation initiatives, public improvements, technology, and/or infrastructure in a qualified census tract. Such plans, which may be prepared by private consultants, are intended to help a community leverage other funding opportunities and resources.
Industry Improvements	The implementation of publicly owned improvements that will aid impacted industries in the travel, tourism and hospitality sector, or businesses that experienced at least 8% employment loss, to address disproportionate negative economic impacts from the pandemic. Such public improvements may include any of the following: buildings, facades, lots, alleys, and streetscapes, parking, infrastructure, etc., in a downtown qualified census tract.

Rural Transformation Grant Fund Eligible Activity - Resilient Neighborhoods Program	Description
Affordable Permanent Housing	Local government activities that support the development of new affordable housing and improvements to existing

	affordable housing, including permanent supportive housing. Housing may be single-family or multifamily. All activities must provide or improve housing for low-income households and communities as defined by the Final Rule . See also, 'Section III. Eligible Applicants' above.
Neighborhood Improvements and Facilities	Activities that will improve the health and safety of the neighborhood including a facility defined as a place open to the public that provides services that are traditionally provided by the government or owned and operated by a nonprofit. This category includes temporary residences for people experiencing homelessness.
Small Business Assistance	Assistance for-profit businesses with 100 or fewer employees that have been disproportionately impacted by COVID-19. Businesses must commit to creating LMI jobs or be owned by LMI person(s) if a microenterprise business with 5 or fewer persons.
Nutritional and Healthy Initiatives	Creation of healthy living initiatives, development of health and nutrition educational programming; and elimination of food deserts.
Mixed-use Development	The rehabilitation of an existing building to allow mixed use of residential and commercial spaces. The focus is on small scale developments defined as 30 residential units or less; however, larger developments will be reviewed for consideration.

Rural Transformation Grant Fund Eligible Activity - Community Enhancement for Economic Growth Program	Description
Property Acquisition	Costs associated with acquiring and securing legal title of vacant or abandoned properties and other costs by the public sector, to position the property for current or future productive use.
Secure Abandoned Properties	Rehabilitation, renovation, maintenance, or costs to make secure vacant or abandoned properties by the public sector, to reduce their negative impact.
Environmental Remediation	Removal and remediation of environmental contaminants or hazards from vacant or abandoned properties by the public sector, when conducted in compliance with applicable environmental laws or regulations

Demolition Paired with Neighborhood Revitalization	Demolition or deconstruction of non-historic vacant or abandoned buildings (including residential, commercial, or industrial buildings) by the public sector, paired with greening or other lot improvements as part of a strategy for neighborhood revitalization.
Lot Cleanup and Greening	Greening or cleanup of vacant lots, as well as other efforts to make vacant lots safer for the surrounding community.

Rural Transformation Grant Fund Eligible Activity – Rural Community Capacity Building Program	Description
Best Practices Research Activities	Communities learn from other communities that are similarly sized and/or situated who have been engaged in growing their local economies through a variety of public/private partnerships and initiatives (e.g., greenway development, outdoor recreation facilities, place-based economic development programs, etc.)
Branding and Marketing	Use of a consultant to produce community branding to include a brand logo or image, a marketing plan for the commercial district or downtown, and social media with the purpose of attracting visitors and tourists to communities.
Schematic/Conceptual Renderings	Development of visual renderings of proposed projects to advance investment and funding opportunities. For example, to capture ideas offered by participants in a community planning session or charette.
Training & Technical Assistance	The development of community, county or regional training and technical assistance for communities to leverage asset based economic development. Training should convey the concept that a diversified local economy helps communities become more resilient. It should also emphasize the vital roles that local governments (and associated organizations) play in supporting existing business communities and the growth of new businesses/entrepreneurs.
Planning	The development of plans for local units of government that will further the development public improvements, technology, and infrastructure that promote economic development. Plans are intended to leverage a community's ability to apply for funding opportunities.

V. ELIGIBLE PROJECT AREAS

Projects located within [Tier 1 and Tier 2 Counties](#), and [Rural Census Tracts in Tier 3 Counties](#), are eligible for funding. Funding prioritization will be given to proposals which demonstrate that activities will benefit communities negatively impacted by the COVID-19 pandemic at a disproportionate level when compared to the rest of the State (as defined in Section III. Eligible Applicants) or located in a [qualified census tract](#), as defined by the United States Department of Housing and Urban Development. Applicants must describe how a specific community has been more disproportionately impacted by the COVID-19 pandemic as compared to the rest of the State, and how the project activities will specifically benefit a qualified census tract.

VI. FUNDING AMOUNTS

The maximum grant amount is **\$950,000 per grantee**, with some restrictions for specific activities. There is no minimum grant amount. Applicants should consider feasibility as it relates to the overall cost of any project. Grant administration costs are limited to five percent (5%) of the awarded grant total. Applicants that receive funding approval for project(s) may charge the cost of application preparation to a current RE&I program if procurement procedures consistent with [Uniform Guidance \(2 CFR 200\)](#) and [09 NCAC 03M](#) are followed. No more than \$3,500 may be charged to the RTGF for the preparation of the application if a grant is awarded. This cost would be included in the maximum of five percent (5%) allowed for administration. No other costs incurred prior to grant awards are eligible for reimbursement.

VII. APPLICATION PROCESS

Units of local government seeking funds from the RTGF are required to submit a formal application to the North Carolina Department of Commerce through the online grants management portal, **Rural Connect Portal**. A full and complete application, including all necessary supporting documentation, should be submitted by 5:00 p.m. on published due dates found at www.nccommerce.com/transform.

Upon receipt of a full application and consideration of it relative to criteria set forth in [NC Session Law 2021-180](#) and [US SFRF Treasury Guidance](#), the Rural Economic Development Division shall determine whether or not the proposed project should receive an award of a grant under this program.

Applications will be notified in writing if their project has been awarded. Following award, the REDD will provide grantees with grant administration contracts in order to execute the terms of the grant. Projects must be completed within 36 months of award.

March 16, 2022	Open Grant Cycle 1
May 2, 2022	Close Grant Cycle 1
June 15, 2022	Announce Grant Awards 1
September 1, 2022	Open Grant Cycle 2
November 1, 2022	Close Grant Cycle 2
December 16, 2022	Announce Grant Awards 2
*Program Year 2023 will follow the same timeline as long as funds are available.	

VIII. APPLICATION REQUIREMENTS –

Local Government Preparation: Prior to Application submittal, applicant should:

Step	1. Identify COVID 19 Public Health or Economic Impact	2. Develop a project that addresses or responses to the impact. response that addresses or responds to the impact.
Analysis	<ul style="list-style-type: none"> Identify the impact that COVID-19 has had on a specific class of households, businesses, or nonprofits. (i.e., a group) Identify more severe impacts that have disproportionately impacted a particular class of households, businesses, or nonprofits in your community. (See Section III) 	<ul style="list-style-type: none"> Design a project that may include a program, service, or capital expenditure, to directly benefit the disproportionately impacted class(es) of households, businesses, or nonprofits. The response should be directly related and proportionate to the negative impacts of COVID-19. (See Section III)

In the Rural Connect Portal, grantees should use the following as guidance to complete the RTGF application.

DESCRIBE THE COVID-19 IMPACTS TO BE ADDRESSED:

Provide a detailed description of the negative impacts caused by the COVID-19 pandemic that need to be addressed with this funding.

- Description must include specific COVID-19 public health or economic impacts that have disproportionately impacted households, businesses, or nonprofits in your community, and why the harm or need was exacerbated or caused by the pandemic.

- Document a thorough understanding of the COVID-19 conditions and needs through publications, local analysis of gathered data, or analysis of other existing data sources
- The description must include quantifiable information on the extent of the impact. Examples include number of individuals or entities affected, number of jobs lost, reduction in business revenue, number of business closures, number of storefront vaccines, number of canceled events, amount of lost tax revenue.

DESIGN A PUBLIC RESPONSE SOLUTION TO ADDRESS THE COVID-19 IMPACTS:

Provide a detailed description of the proposed solution to address COVID-19 impacts.

- The project proposed must be a public response to directly benefit disproportionately impacted households, businesses, or nonprofits.
- The project may be a program, service, or capital expenditure.

DESCRIBE WHY THIS IS THE BEST SOLUTION TO ADDRESS THIS COVID-19 IMPACTS:

Explain how the proposed project is the most practical, cost-effective, impactful, and beneficial way to migrate the COVID-19 public health and economic impacts.

- Also, describe why local government resources (equipment, facilities, funding etc.), are not adequate to address the needs caused by the Covid-19 pandemic.
- Describe how the project is a complement to existing initiatives (if applicable) and is not duplicative of any ongoing efforts in the project area.
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DEFINE THE PROJECT AREA: (Submit as an Attachment)

Clearly and fully describe the scope of the project area.

- Description should identify the local government where the proposed project will take place.
- Identify the qualified census tract and the NC Department of Commerce County tier designation.
- Attach detailed color maps or schematics that show the project area. This may include the route of utility systems, diagrams of building sites, and floorplans of buildings to be constructed/improved.
- Label the map appropriately so that it clearly shows areas that are served versus areas that are unserved or underserved.
- On the map, clearly identify any properties listed on the National Register of Historic Places, National Register Districts, downtown district boundaries, neighborhood boundaries, etc. that are in the project area.
- Include details, such as linear feet to be constructed, square footage built, acreage served, and timelines for starting and completing each component.
- Please attach any historical and current photographs that are pertinent to the project area.

DESCRIBE THE SCOPE OF THE PROPOSED PROJECT:

Describe the COVID-19 mitigation project's main activities.

Provide a detailed work plan that includes a description of all major project activities. Describe in detail how the anticipated investments will promote improved health outcomes or economic vitality in the disproportionately impacted households, businesses, or nonprofits in the project area.

- Include a detailed description of all programs, services, or capital expenditures.
- Include a detailed description of all major construction components.
- For industrial sites or community facilities, describe approaches to marketing the project to potential users and beneficiaries, including strategic sectors to be pursued and an explanation of who will be responsible for marketing activities.

DESCRIBE THE PROJECT TIMELINE: (Submit as an Attachment)

Please provide a timeline that includes a description of all major project activities.

DESCRIBE THE PROJECT TEAM: (Submit as an Attachment)

Demonstrate the ability for the project team to undertake/accomplish the proposed scope of work including, but not limited to, the project teams' qualifications and experience managing sizeable grants and federal awards; familiarity with federal grant regulations; and organizational policies, procedures, and systems.

DESCRIBE THE ANTICIPATED OUTCOMES:

Identify the anticipated outcomes that will result in improved COVID-19 public health or economic impacts, as a direct result of the project.

- Outcomes could include but not limited to the number of acres of developable land, amount of linear feet of streetscape improvements, number of small businesses improved/assisted, number of households improved, number of individuals with increased access to healthy food, number of publicly owned priorities improved, number of strategic plans developed etc.

DESCRIBE THE PROJECT SUSTAINABILITY:

Describe the commitment of the proposed project's stakeholders/partners to sustaining activities and impacts beyond this investment. Describe if this project will provide a long-term a sustainable solution for the disproportionately impacted households, businesses, or nonprofits in your community.

IX. COMPLIANCE REQUIREMENTS

Administration of awards is also subject to the same regulations, restrictions, and requirements as other federal and state awards. These include but are not limited to [Uniform Guidance \(2 CFR](#)

[200](#)), as currently updated. Projects administered under these awards must adhere to the guidelines of the [Final Rule](#):

- **Real Property** – The US Treasury guidelines state that any purchase of equipment or real property with SFRF funds must be consistent with the [Uniform Guidance at 2 CFR Part 200, Subpart D](#). Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with [2 CFR 200.311](#) and [2 CFR 200.313](#), any equipment or real property acquired using SFRF funds shall vest in the non-Federal entity. Any acquisition, maintenance and disposition of equipment or real property must also comply with relevant laws and regulations. In compliance with [2 CFR 200.330](#) Real Property Reporting, grantees will be required annually to report on the status of real property for the first 3 years and thereafter a report will be due every 5 years for a period of 15 years. Real Property and equipment acquired under this program is subject to the conditions of [CFR 910.360](#). This includes that recipient may purchase real property or equipment with an acquisition cost per unit of \$5,000 or more in whole or in part with Federal funds only with the prior written approval of the contracting officer or in accordance with express award terms.
- **Program Income** – US Treasury guidance states that program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under [2 CFR 200.320\(c\)\(1\)-\(3\)](#) and Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance 9 Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Recipients of SFRF funds should calculate, document, and record the organization's program income. Additional controls that your organization should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records. The Uniform Guidance outlines the requirements that pertain to program income at [2 CFR 200.307](#).
- **Single Audit Requirement** - Grantees must comply with [2 CFR 200.501](#) and [09 NCAC 03M .0205\(a\)\(3\) and \(b\)\(4\)](#). RTGF can be used to pay for the RTGF portion of the audit provided the grantee has expended more than \$750,000 in the fiscal year in total federal awards (RTGF). If the grantee has expended less than \$750,000 in total federal awards, the grantee may budget local funds in the administrative line item in the RTGF application to pay for the RTGF portion of the audit and claim the local administrative funds as local commitment.
- **Environmental Review** - Recipients of RTGF are required to comply with the requirements of the [National Environmental Policy Act of 1969 \(NEPA\)](#) and the [NC State](#)

[Environmental Policy Act](#). After award, grantees will be required to complete an Environmental Review (ER). The ER can be secured from REDD following grant award.

- **Labor Standards** - Grantees will be encouraged to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. They should prioritize in their procurements procedures employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws. Grantees should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.
- **Conflict of Interest** - The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract, or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the RTGF project, and (2) officials of the recipient including members of the governing body.
- **System Award Management (SAM) ID** – Applicants must have a Dun & Bradstreet D-U-N-S number to submit an application for funding. If an applicant does not have a D-U-N-S number, they must register at www.dub.com. A D-U-N-S is required to register with the System Award Management (SAM) ID. If the applicant does not have a SAM unique ID, they must register at www.SAM.gov as required by [2 CFR 200.206](#). **Applicants must maintain an active SAM ID and provide the Unique ID at time of application.**
- **Certification Regarding Debarment, Suspension and Other Responsibility Matters** – Applicants will be required to complete the Certification Regarding Debarment as required by [Executive Order 12549](#).
- **Civil Rights** – Grantees will be required to ensure that they do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: [Title VI of the Civil Rights Act of 1964 \(Title VI\) Public Law 88-352, 42 U.S.C. 2000d-1 et seq.](#), and the Department's implementing regulations, [31 CFR part 22](#); [Section 504 of the Rehabilitation Act of 1973 \(Section 504\), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794](#); [Title IX of the Education Amendments of 1972 \(Title IX\), 20 U.S.C. 1681 et seq.](#), and the Department's implementing regulations, [31 CFR part 28](#); [Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq.](#), and the Department implementing regulations at [31 CFR part 23](#).

X. PROCUREMENT

The grantee must have a written Procurement Policy that meets the requirements specified in [Uniform Guidance \(2 CFR 200\)](#) and [09 NCAC 03M](#). The procurement procedures must reflect applicable State and local laws, should promote free and open competition, and describe efforts to encourage minority and female owned businesses to submit bids/proposals. Grantees must contract for the procurement of goods, services, and construction projects including design services.

Grantees must enter procurement solicitation for any contract over \$50,000 in the [Statewide Interactive Purchasing System](#) (IPS) as well as provide the information to the REDD Compliance Office. All notices must be posted in IPS at least three days before the procurement process begins. Only the local government must set-up in IPS to post solicitation documents electronically. The process takes 15 minutes. The local government should contact N C Department of Administration at (919) 807-2425 or www.ips.state.nc.us for information. The use of IPS will be added to the program compliance monitoring process. Grantees must also ensure compliance with [2 CFR 200](#) Procurement Process in addition to the IPS requirement.

XI. MONITORING PROCESS

REDD will monitor the project through mechanisms, including review of annual reports received from the grant recipient, through phone/email/letter correspondence, through receipt of all published press articles about the project as provided to REDD by the local government, and through on-site monitoring visits.

REDD staff will notify the grantee at least 30 days before on-site monitoring visits and the monitoring forms are located on the website. Complete the monitoring forms per the approved application activities and have the prepared forms ready for the monitoring visit. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

XII. REPORTING REQUIREMENTS

REDD staff will provide grantees with detailed reporting requirements when a project grant agreement is issued.

XIII. LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

The local government is responsible for managing the day-to-day operations of the activities funded by the RTGF to ensure the funds are used in accordance with all program requirements and written agreements and taking action when performance problems arise. Specifically, the local government is responsible for the following:

- **Management and Oversight:** The elected officials are legally, financially, contractually, and programmatically responsible for the project. The local government is responsible

to the State of North Carolina and the Federal government even if they have a contract administrator or sub-recipient relationship.

- **Financial Management:** The local government must ensure proper accounting of funds to avoid disallowed costs. This includes accurate identification of project costs and cash balances and proper internal controls.
- **Statement of Assurances and Certifications:** The local government elected officials and administrators should read and understand these documents and the implementation obligations.
- **Grant Agreement:** If awarded, the local government will receive a grant agreement and funding approval from the State. These documents are contractually binding and cannot be changed without State approval.

XIV. PROGRAM AMENDMENTS, BUDGET AMENDMENTS AND BUDGET REVISIONS

When making any change to the approved application, grantees should contact the representative assigned to the grant to discuss the proposed changes. The representative will assist the grantee with the program amendment, budget amendment, and/or budget revision process.

When changing activities or scope of the project, the environmental review record must be updated. After revisions, the environmental review must be submitted to the REDD Compliance Specialist.

XV. FINANCIAL MANAGEMENT REQUIREMENTS

REDD will monitor the grantee to determine compliance with the financial management requirements. The review will determine if records are maintained in compliance with the [Uniform Guidance \(2 CFR 200\)](#), and other State of North Carolina requirements. This monitoring is performed through a desktop audit and at least one on-site visit. Typically, ledgers, invoices, canceled checks, bank statements and requisitions are reviewed to see that the grantee has an adequate system of financial management. REDD staff may also make specific requests to review information or documentation relating to financial management of a grant.

XVI. RECORDKEEPING REQUIREMENTS

If awarded, grantees must provide access to all records. Records must be retained for 5 years after the RTGF closes. Financial records must comply with [2 CFR 200.302](#)

XVII. CONTRACTING WITH SMALL AND MINORITY-OWNED BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.

Grantees must follow [2 CFR 200.321](#) and ensure actions are taken to use minority businesses, women's business enterprise and labor surplus area firms when possible.

XVIII. USE OF NC LICENSED PROFESSIONALS

While not mandatory, REDD strongly recommends the use of North Carolina licensed professionals on construction projects. This includes housing inspectors, electricians, HVAC installers and repairers, plumbers, and general contractors. However, it is important to note that bids and dwellings that are \$30,000 and greater can ONLY BE ACCEPTED BY A LICENSED GENERAL CONTRACTOR, licensed by the [State of North Carolina per Article 1 of Chapter 87 of the General Statute](#).

XIX. COMMUNITY ENGAGEMENT REQUIREMENTS

Annually, grantees should provide a summary of community engagement and public participation activities conducted to solicit input from and/or partner with communities from the past year that informed the definition of critical need for program(s) and projects. Summary should also provide for future community engagement and public participation activities planned for the upcoming year that will continue to shape program and project selection, implementation, and operation.

XX. OTHER REQUIREMENTS AND ATTACHMENTS

Recipients will also be required to comply with any subsequent requirements issued by REDD. Consult the Required Attachments section in the application. Please note that if key items are not submitted with the application, it will be returned to the local government.

XXI. APPLICATION CHECKLIST

Applicants should review the Grant Application Checklist to verify the information and documentation needed to apply for funds.

1. Local Government Information

- Local Government name
- Local Government contact name, title, telephone, address, email
- D-U-N-S Number
- System Award Management (SAM) ID

2. External Administrator Information (if applicable)

- Project Administrator name
- Project Administrator title, telephone, address, email

3. Project Information

- Project Title
- Project Description (refer to section VIII)

4. Property Information (if applicable)

- Census Tract Number
- Property Address
- Legal Name of Property Owner
- Listed on National Register of Historic Places?
- Month/Date/Year of Building/Lot Became Vacant

- Building Square Footage
- Lot Size
- Year Constructed
- Description of property's condition

5. Narrative Questions

Refer to (section VIII) for details that should be included in the narrative answers.

- What are the economic conditions of the project area? (1000 words max)
- Describe in detail how your project area was impacted by COVID- 19. This narrative description should include impact data such as, number of jobs lost, reduction in business revenue, number of business closures including storefront vacancies, number of canceled events, amount of lost tax revenue and/or number of public employee layoffs, impacts to affordable housing and access to healthy foods, etc. (1000 words max)
- Identify one or more of the COVID-19 impacts that your project will mitigate/improve. This narrative description should include impact data such as increased business revenue, increased private investment, improved health impacts, businesses opened/saved, storefronts occupied, events scheduled, tax revenue increased, public staff rehired, increased access to affordable housing, access to healthy foods, etc. (1000 words max)
- For Rural Community Capacity Category only - Describe any issues, opportunities, or local/regional demand that capacity building training could address for your community, county, or staff. In the description, include how your community, county, or staff will benefit from capacity building training. (1000 words max)
- Provide a detailed summary of your proposed project. (1000 words max) (Not required for Rural Community Capacity category)

6. Budget

	Cost Category	Activity	Other Federal	State	Local	Total
1	Acquisition					
2	Construction					
	Rehabilitation					
	Historic Preservation					
3	Clearance activities					
4	Public facilities and improvements					
	Parks, playgrounds, recreation facilities					
	Neighborhood facilities					
	Fire protection and equipment					
	Parking facilities					
	Street Improvements					
	Flood and drainage improvements					
	Pedestrian improvements					
	Public sewer improvements					
	Public water improvements					
5	Public services					

6	Equipment					
7	Contractual					
8	Planning					
9	Administration					
10	Other Activities					
	TOTAL					

7. Upload Documents

All Categories

- List of names and duties for the Local Government Staff for the proposed project and other essential players
- Resume for each identified person associated with the proposed project
- Describe applicant's capacity to undertake proposed project (refer to section VIII under Describe the Project Team)
- Map of project area (refer to section VIII under Define the Project Area)
- Project Timeline (refer to section VIII under Describe the Project Timeline)
- Evidence of Site Control (Property Deed, Purchase Contract, Option) - if applicable
- Cost Estimates - Detailed project budget including all revenue and expenditures allocated
- Photos -Additional uploads for each category

Downtown Revitalization

- 10-year Pro Forma for Construction
- Architectural/Design/Construction Documents
- Planning Studies if applicable to the project
- Copies of legal commitments related to the project
- National Register documentation for the project area

Resilient Neighborhood

- 10-year Pro Forma for new construction
- Architectural Renderings for New Construction
- Preliminary Engineering Report (PER) for Public Infrastructure

Rural Community Capacity - Campus Based Training

- Copy of current strategic plan that will show capacity
- Letter of commitment from local government

Rural Community Capacity – Implementation

- Letters from partner organizations that support the project
- Project design plans
- Preliminary Engineering Report (PER)