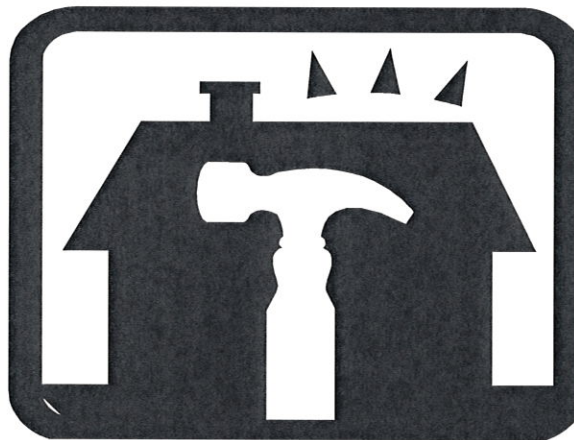


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**CDBG  
DISASTER RECOVERY  
PROGRAM**



**46 COUNTY APPLICATION PACKET**

**North Carolina Department of Emergency Management**

**Mailing Address:**

4218 Mail Service Center  
Raleigh, NC 27699-4218

**Street Address:**

4105 Reedy Creek Road  
Raleigh, NC 27607

**Phone:** (919) 825-2341

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## North Carolina CDBG –DR Program

### Introduction

Administered by the North Carolina Department of Emergency Management (NCEM) and the Department of Commerce (DOC), the Community Development Block Grant (CDBG-DR) Disaster Recovery Program provides grants to local governments for projects that enhance the long-term recovery efforts of communities recovering from the devastating impact of Hurricane Matthew. The CDBG-DR program is governed by U.S. Department of Housing and Urban Development regulations at 24 CFR 570. All programs developed using CDBG - DR funds will promote the goals of the North Carolina State's CDBG-DR Action Plan by providing decent housing and expanding economic opportunities principally for persons of low and moderate incomes.

North Carolina expects to receive approximately \$198,553,000 of CDBG – DR funds for 2017. The primary objective of the CDBG –DR program is to safely return families and individuals to their communities and homes after the devastating effects of Hurricane Matthew in October, 2016. HUD stipulated that 80% or \$158,842,400 be awarded to Robeson, Edgecombe, Wayne and Cumberland counties. Twenty (20% ) percent or approximately \$32.5 million will be available to the remaining 46 counties to undertake housing and community recovery activities with emphasis on housing recovery. **This grant application is targeted to the 46 counties which will be selected through a competitive application process.** North Carolina has identified programs to address the challenges of low income homeowners and renters by tailoring its housing recovery programs to the communities most impacted while providing supportive services and financial assistance to low income families struggling to rebuild their lives. Programs will be targeted to low and moderate income households at or below 80% of area median income with preference targeted to households at or below 60% of the median income.

**Please note that the Community Development Block Grant – DR Grant Agreement consists of the program guidelines, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to the Grant Agreement, the approved application, and funding approval.**

### Eligible Recipients of Community Development Block Grant – Disaster Recovery Funds

This grant application and \$32.5 million of program dollars will be made available to 46 counties and their respective municipalities and towns.

### Maximum Grant Award:

The maximum grant that will be awarded is limited and capped at \$1 million dollars (\$1,000,000). Funding amounts may be reduced based on review and a determination by the State NCEM. All grant awards will be determined based on a competitive application process.

### National Objectives:

Since the program uses Community Development Block Grant-Disaster Recovery funds, all project activities must meet at least one of two national objectives in order to be eligible. The national objectives utilize for DR activities are: (1) benefiting low and moderate income (LMI) persons and (2) meeting other community development needs having a particular urgency because existing condition pose a serious and immediate threat to the health and welfare of the community and other financial resources are not available to meet the need.

Benefit to LMI persons may be either a direct or area –wide benefit. Direct benefits are those activities that actually serve certain persons (e.g. housing rehabilitation). Area-wide benefits are those activities that benefit communities as a whole and are not participant specific (e.g. senior center). Applicants must ensure that area-wide activities benefit at least 51% low and moderate income persons and direct activities must benefit 100% of low and moderate income persons.

#### **Meeting a National Objective:**

The Area-wide benefit to low and moderate – income persons category is the most commonly used National Objective for activities that benefit a residential area. As defined, this means the activity benefits all residents in a particular area, where at least 51% of the residents are LMI persons. For this purpose, LMI determination is based upon the income of a family, household or individual living in the CDBG-DR project area whose household income does not exceed 80% of the median income for the area as determined by HUD, with adjustments for smaller and larger households or families.

#### **Eligibility Determination:**

LMI benefit must be verified by one of the following methods:

- 1) Census: To qualify by Census, the census tracts/block groups must closely associate with the project area and have 51% or greater LMI population according to HUD generated census data.
- 2) Income Survey: To qualify by income survey, attach the income survey methodology, including how the sample size was determined. Provide a narrative description of the sample and methodology, public notifications, tabulations and results along with the survey form, verification of income eligibility, signed by the chief elected official.

#### **Project Service Area:**

Each application must provide information for the Census Tract(s) and Block Group(s) most closely approximating the project area. If Census data or American Community Survey (ACS) data is being used to qualify a project, this data should coincide with project area. Include maps showing proposed project area and low and moderate income areas.

#### **Common CDBG-DR Program Activity Terms**

**Household:** A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of: 1) a single-family; 2) two or more families living together, or 3) any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived, sexual orientation, gender identify, or marital status. CDBG-DR activities utilizes definition of household income for eligibility purposes.

**Family:** A family includes, but is not limited, to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: A single person who may be an elderly person,



displaced person, disabled person, near-elderly person, or any other single person or a group of persons residing together

**Acquisition for New Construction:** The use of CDBG-DR funds to acquire real property and construct new housing units.

**Reconstruction:** is defined as the rebuilding of a structure on the **same lot** in substantially the same manner. Reconstruction will be used when a house because of high cost (lead base paint cost, high building material cost, etc.) makes rehabilitation not feasible and replacing it on the same site.

**Rehabilitation:** The purpose of rehabilitation is to take an existing unit and bring it up to the required standards set by HUD and NCEM. To qualify as rehabilitation, parts of the existing house must be used in the process.

**Relocation:** Relocation is the result of a person (s) being displaced from their present lot and relocated to a different lot. Local governments should adopt and submit their Optional Coverage Relocation Plan that explains how the local government plans to handle the relocation activity.

**Temporary Relocation:** Temporary relocation can be given to person (s) who has/have voluntarily been displaced on a temporary basis while their unit is being treated on the same site. The activity associated with this is reconstruction or rehabilitation. The local unit of government must follow their adopted Optional Coverage Relocation Plan as to how the local government plans to carry out temporary relocation.

**Clearance:** Clearance is an activity that can be used in conjunction with both reconstruction and relocation or as an activity by itself.

**Substantial Rehabilitation:** Substantial rehabilitation is rehabilitation that has exceeded the following cost estimates based on the following two standards: Total CDBG rehabilitation costs for the unit (1) exceed \$40,000 or (2) \$38.00 per square foot of heated, occupiable space. When these guidelines are exceeded, NCEM approval must be obtained before proceeding. Once approved a new request is not needed as long as change orders do not exceed 10% of the cost.

**Subrecipient:** Cities, Counties, Indian Tribes, local governmental agencies (including COG's) private non-profits (including faith-based organizations), or a for-profit entity authorized under 24 CFR 570.201(o)

**Duplication of Benefits:** The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG-DR funding with respect to any part of a loss when a beneficiary receives assistance and the assistance if from multiple sources and the assistance amount exceeds the need for a particular recovery purpose.

**Eligible Program Activities: Rehabilitation, Reconstruction, Acquisition for New Construction, Homeowner Assistance, Flood Insurance**

The CDBG-DR Housing Program will consist of several programs targeted towards owner occupied and renter households; therefore, all activities must benefit persons with incomes at or below 80% of the area median income with preference to homeowners at 60% of the area median income. Owner occupied units that are designated as real property whether stick built, manufactured housing after 1978 or modular housing may be rehabilitated in the CDBG-DR Scattered Site Housing Program.

### ***Time Line for Project Activities***

Project activities are to be carried out and funds expended within a 36 month period.

### ***Eligible Housing Activities:***

**Single-family Homeowner Rehabilitation:** *Up to \$75,000* to cover the cost of rehabilitation costs for homes with damages totaling less than 75% of its pre-disaster value. An additional \$50,000 may be available on a case by case basis due to extraordinary costs. Projects must meet all applicable CDBG requirements for Lead-Based Paint, Green Building Standards. Grantees are required to submit projects to NCEM for prior approval.

**Single-Family Homeowner Reconstruction:** *Up to \$150,000* per applicant may be available to rebuild homes with damages totaling 75% or more of the homes pre-disaster value and when all other options have been exhausted.

**Mobile Home Repair:** *\$15,000* per applicant for homes with damages totaling less than 51% of its pre-disaster value. The Mobile Home must have a minimum unmet need of at least \$2,000. All homes must adhere to HUD's requirements for decent, safe and sanitary based upon an approved inspection of repairs.

**Mobile Home Replacement:** *Up to \$60,000* per applicant for mobile home replacement when damages total 51% or more of the pre disaster value of the home.

**Acquisition for New Construction:** *Up to \$1,000,000.* Funds may be available to develop new affordable housing units outside flood prone areas.

**Temporary Rental Assistance:** Up to \$10,000. Funds are provided as an Optional Relocation Benefit per the CDBG requirements. TRA will be provided to households who have been unable to reenter their homes due to unrepaired damages or the need for replacement. All temporary housing units will be subject to Housing Quality Standards inspection.

**Priorities for Funding:** Homeowners who have sustained severe to major damage of at least \$8,000. Elderly homeowners aged 65 or older; Persons or a member of a household who receives Social Security disability, or Supplemental Security Income, households earning less than 60% of median income.

**Housing Repair Cost Reimbursement:** *Up to \$25,000.* Funding may be provided to reimburse homeowners for out of pocket expenses to clean and repair their homes following the disaster but prior to applying to the Homeowner Recovery Program. Costs must be verified by receipts and after all other funding has been documented. 75% of eligible applicants must meet low/moderate income guidelines. 25% of program funds may include households with incomes up to 120% of median income. Urgent Need National Objective. Applicant must verify national objective.

**Flood Insurance Assistance:** *\$2,000* may be available per household for a maximum of two years for low and moderate income homeowners that are located in the 100 year flood plain.

**Small Rental Repair:** *Up to \$30,000* per unit. This program is targeted to small rental units consisting of 10 or fewer units. Such units may include single-family rental, duplexes, triplexes. Owners will be required to lease to low and moderate income households up to 80% of median income for a 5-year period.

**Multi-Family Rental:** Up to \$50,000 per unit. This program is designed for developers who will build units earning less than 80% of Area Median Income for at least a 5 - year period. Other affordability periods may apply depending on other sources of financing. Eligible projects may include either new construction or rehabilitation of existing complexes.

**Supportive Housing and Services Grant:** \$500,000 for non-construction and up to \$1,000,000 for construction projects. All funding will be based on a review and approval from the Division of Emergency Management. (NCEM). Funding may be awarded to non-profit entities and other local entities. Individual assistance is capped at \$5,000 and \$10,000 for households upon approval by NCEM.

**Comment [PIC1]:** The local government is limited to \$1,000,000.00

### Housing Activities Description

Funds in the housing category may be spent on rehabilitation, acquisition, substantial rehabilitation, housing elevation, temporary rental assistance, supportive services, reimbursement costs and flood insurance premiums. Funding for housing buy-outs is not an activity under this grant application.

There is no project boundary for any of the activities in the housing category. The applicant may choose to do scattered site housing or houses all next to each other or a combination. There is no limit on the number of houses or the number of activities for the project. The applicant will need to decide how many houses can be treated during the 36 month grant period. Housing projects must have a 100% low and moderate income benefit.

### Housing Development

Housing Development projects will focus on the creation of single family homeownership and multi-family rental development for low and moderate income families. Infrastructure support for the development is an eligible activity.

- Single-Family Homeownership Developments

Applicants may apply for a maximum grant of up to \$1,000,000 to undertake development of new single-family housing outside of flood prone areas. Activities eligible under single family development include installation of public infrastructure that supports the housing development category that include water and sewer lines, streets, curb and gutters, flood and drainage and sidewalks/pedestrian improvements.

- Multi-Family Rental Developments

The maximum grant for multi-family projects is \$30,000 per unit for rental properties containing less than 10 units. Properties may be single-family, duplexes, triplexes. There is a \$50,000 per unit limit for larger rental projects. These projects can be used with the North Carolina Housing Tax Credit Program.

Eligible Developers for Housing Development Projects



## Non-Profit Developers

A non-profit must have already been designated as a 501(c)(3) organization by the IRS for federal tax purposes and have the characteristics of an eligible community-based development organization (CBDO) in order to participate in the program as a sub-recipient. An eligible organization must have the following characteristics:

- Be a non-profit association or corporation organized under State or local law to engage in community development activities within an identified geographic area of operation including the jurisdiction of the recipient in addition to having the 501(c)(3).
- Be a non-profit organization with federal tax status as a 501(c)(3) organization.
- Have as its primary purpose the improvement of the physical, economic or social environment of its geographic area with particular attention to the needs of persons of low and moderate income.
- Maintain at least 51% of its governing body's membership for low and moderate income residents of its geographic area of operation or representatives of low and moderate-income organizations located in its geographic area of operation.
- Not be an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed, or to consist, of elected or other public officials or employees or officials of an ineligible entity.
- Require members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent body.
- Be an active and substantive partner of the project development team.
- Not be subject to requirements under which its assets revert to the recipient upon dissolution.
- Be free to contract for goods/vendors of own choosing.
- Also note that a Community Housing Development Organization (CHDO); an entity organized under the Small Business Investment Act (non-profit only); and a Small Business Administration approved Section 501 State Development Company or Section 502 Local Development Company or Section 503 Company (all non-profit only) will also qualify as a CBDO.

### 1. For-Profit Developers

- Developer is limited to 10% profit; and
- If a loan is made to the developer, the local government must have a plan for reuse of CDBG-DR funds (program income) subject to NCEM's approval. All program income is to be reported monthly. The grantee may use program income during the contract period for activities permitted under this contract and must comply with the requirements set forth at 24 CFR 570.504 (c). Upon approval by NCEM, the use of program income may be used for activities permitted under this contract. Requests

for additional funds should be reduced by the amount of any program income balances on hand. All unexpended program income shall be returned to the State at the end of the contract period.

## 2. All Developers

If the project is funded as part of the agreement, the local government is required to execute a Legally Binding Commitment (LBC) contract with the developer. The LBC outlines the duties of each (local government and developer). This document at a minimum should include the following:

- Reference to the release of CDBG-DR conditions
- Roles and responsibilities of each party
- Use of funds (both grant and loan)
- Project requirements for Housing Development grants
- Insurance and bonding
- Enforcement of the agreement
- CDBG-DR program requirements both Federal and State.

It is recommended that legal counsel should be used to prepare this document. The purpose of the LBC is to make sure all parties are clear on the responsibilities in undertaking housing development project activities. Ultimate responsibility for meeting all state and federal regulations, however, rests with the local government

### Note and Deed of Trust Requirements

**All CDBG housing rehabilitation, reconstruction, and relocation loans must be secured with a Note and Deed of Trust along with the completion of a professional title search prior to any work commencing on the unit.** The Note and Deed of Trust must be signed by the owner(s) prior to or at same time as the rehabilitation contract is signed by the homeowner, contractor and grantee. Rehabilitation of the unit may begin on or after the date the Note and Deed of Trust is signed by the homeowner, contractor and grantee. The Deed must have recapture provisions on rehabilitation activities.

Additionally, the grantee is responsible for ensuring that the Note and Deed of Trust is filed within five (5) business days of the date the Note and Deed of Trust is signed by the homeowner(s), contractor and grantee, and recorded with the Register of Deeds within sixty (60) calendar days of the filing date. In the event the Note and Deed of Trust is not recorded with the Register of Deeds within sixty (60) calendar days of the date the Note and Deed of Trust is filed, the grant funds will be frozen without further notice and the expended and encumbered funds for that specific dwelling may be consider a disallowed cost.



### **Community Recovery Activities:**

Up to \$1,000,000 per project upon approval by NCEM. Priority funding will be targeted to projects that serve older adults, children, persons with disabilities, and low and moderate income households and located within a substantially damaged, town, city, or neighborhood. Applicants may be awarded to local units of governments or non-profit organizations.

Health Clinics, day care centers, senior centers, libraries, infrastructure activities in support of community recovery plans.

### **Distribution of Funds to the Lead Entity**

The county is the lead entity to receive funds and is required to work with all interested municipalities within the county. The county and interested municipalities are to determine how CDBG-DR Housing funds are to be distributed within the county.

### **Option to Opt Out as Lead Entity**

Any county may notify NCEM in writing if it wishes to not submit an application for CDBG-DR funds as the lead entity and a written statement of indicating a preference for a different lead entity for the receipt of program funds. The County must provide written notification to the other municipalities within the county of their intention. The letter must be on the county's letterhead and signed by the Chief Elected Official. Any decision on a Lead entity other than the County will be at the sole discretion of NCEM.

### **Requirement to Design Program Using a Public Process**

CDBG-DR Funding will be subject to participating counties upon a review of applicant capacity, consistency with goals outlined in Action Plan, and funding availability. **The county, as the lead entity, must include as "full and active" partners all its municipalities interested in participating in the program.** "Full and active" partner means the municipality is involved in the planning and development of the funding distribution plan.

NCEM requires the lead entity and interested municipalities to complete a public process in designing the CDBG-DR Recovery Program. At a minimum, each local government is to adopt the CDBG-DR Program activities to be implemented in the county. If the local government is not participating in the program, a formal action by the governing body needs to be taken.

### **Requirement of Beneficiaries and Alternates List in Application**

Applicants should include a list of all the units to be treated under the CDBG-DR housing grant. All potential applicants must have documented unmet housing needs as a result of the October, 2016 Flood. As per the provisions of the Stafford Act, no individual may be awarded federal monies in excess of their disaster need. North Carolina Emergency Management has retained the services of several construction managers at risk to conduct inspections, work write ups and construction management services. NCEM may also work with the Lead County to qualify the potential pool of applicants. The Lead Entity may opt for this service by notifying NCEM in writing of their intent to secure these services.

**Note: Grantee must verify that beneficiaries are income eligible with applicable documentation depending upon type of income received. In addition, the age of documentation should be no more than one year from the date the Chief Elected Official signed the application.**

#### **Pre-Award and Administration Costs**

NCEM may allow reimbursement of pre-award costs incurred prior to the effective date of the grant award that are essential to negotiating in anticipation of receiving the grant. Counties should show requested administrative dollars requested up to a limit of 5% of the grant amount. The final administrative funds will be determined by NCEM and a review of applications. The pre-award costs are also subject to following proper procurement regulation. For eligible pre-award and administration costs, see OMB Circular 2 CFR 200.

#### **Use of NC Licensed Professionals**

NCEM requires the use of North Carolina licensed professionals on all CDBG-DR projects. This includes housing inspectors, electricians, HVAC installers and repairers, plumbers, and general contractors. NCEM will work with the Lead Entity to identify local qualified contractors from the County's labor market to be affordable employment opportunities under this funding program.

#### **Use of an Experienced CDBG Administrator**

The local government applicant must have the capacity to administer proposed project activities with either its own CDBG-experienced staff or the assistance of an experienced CDBG administrator (e.g. CDBG-experienced consultant, Council of Government, non-profit). "Experienced" means someone who has administered more than one CDBG project. The use of any consultant or administrator must meet basic performance requirements and be approved in advance by NCEM.

#### **Grant Limitations and Performance Expectations**

Local governments receiving CDBG-DR funds will be tracked according to the performance based contract and schedule of activities.

#### **Funding Distribution Plan**

The Funding Distribution Plan is the major component in the application. The plan must detail how the lead local government and the interested municipalities will utilize CDBG-DR funds. All items are to be answered. The responses to these items constitutes the plan that will govern the CDBG-DR Program for the county and its participating municipalities.

Note: Place Holder for Determination of Housing (Applicant) Selection Committee

#### **Housing Financial Design Model**

Applicants with projects that use CDBG -DR Housing funds for housing rehabilitation and new construction must adopt and follow a written policy that includes a financial design. The financial design must be submitted for review by NCEM and DOC and available for monitoring. Both owner occupied and rental units may be rehabilitated, reconstructed or newly constructed in the CDBG-DR

Housing program. **New construction is an eligible activity under CDBG-DR.** The CDBG financial assistance must be in the form of a loan, not a grant.

**CDBG loans may be deferred, deferred forgivable, or amortized with low interest. A deferred loan is repaid when the house is sold or the recipient no longer occupies the home such as going into a nursing home or death during the recapture period. A deferred forgivable loan is proportionally forgiven over an applicable term of recapture. An amortized loan is repaid monthly during the term of the loan.**

By signing the "State CDBG-DR Program Agreement", the applicant's authorized official agrees that the applicant will adopt a financial design that meets the following minimum requirements:

- Low -income property owners that also occupy the house to be rehabilitated are not required but may contribute to the cost of rehabilitation for the life of the grant.
- Grantees must review existing loan(s) on the property to determine whether or not the CDBG-DR loan in conjunction with the existing loan(s) will create a situation that causes the loans to equal or exceed the value of the unit. In instances where this occurs, the grantee must inform the loan recipient of the circumstances in writing.
- Programs, which propose amortized loans, should describe terms and interest rates for the loans. Terms should be selected that enable low and moderate-income owners to afford the monthly payments. **Programs proposing deferred forgivable loans that become payable at the time the property is sold or the recipient owner no longer occupies the home must ensure that the loan recipient clearly understands the terms of this type of loan.**

For homeowner and small rental assistance units assisted with CDBG-DR funds, the recapture period is a minimum 5 years. Recapture funds for Multi-family rental assistance will vary depending upon other sources of financing such as NC tax credits. The minimum recapture period will be 5 years.

CDBG Assistance

Recapture Period

Homeowner Assistance

5 years

Small Rental Assistance

5 years

Multi-Family Rental Assistance

will vary - minimum 5 year period

CDBG-DR loans, regardless of the type of loan, may not be subordinated to **any other type of loan** other than a first mortgage that existed prior to the rehabilitation. All CDBG-DR loans must be secured with a Note and Deed of Trust. The Deed of Trust must be filed with the Register of Deeds prior to signing a contract for rehabilitation.

- A **Notice of the Right to Cancel** and a **Truth-in-Lending Statement** must accompany every Deed of Trust and be provided to each owner at closing.

### Lead-Based Paint Requirements

**Lead-Based Paint Regulations are found at 24 CFR Part 35 and N.C. General Statute §130A-453.01-453.11 – Lead-Based Paint Hazard Management Program.** All CDBG-DR grantees



awarded funds to rehabilitate any houses constructed prior to 1978 are required to follow the regulations. Lead-based paint required activities depend on the lower per unit cost of either (1) the amount of rehabilitation "hard costs" per unit or (2) the amount of federal assistance per unit when there are other federal funds in the unit. "Hard costs" do not include such costs as administrative costs, relocation costs, environmental reviews, acquisition of the property, or the costs of lead hazard evaluation and reduction.

### **Lead Based Paint Requirements**

- All units must have a risk assessment and paint inspection by a certified risk assessor;
- All units must be cleared by a certified inspector or risk assessor who must be a third party entity;
- Local governments must use contractors trained in Safe Work Practices;
- Local governments that undertake temporary relocation must develop, adopt and follow an Optional Temporary Relocation Policy.
- It is our policy when lead based paint is identified in a unit being rehabilitated, the lead based paint be abated whenever possible. Cost for abatement may be charged to the rehabilitation unit.
- Homeowners and occupants, when relocated, must be moved to a lead safe environment.

### **Program Amendments, Budget Amendments and Budget Revisions**

When making any change to the approved application, grantees should contact the NCEM Community Development Specialist assigned to the grant and discuss the changes. The CD Specialist will assist the grantee with the program amendment, budget amendment, and/or budget revision process. All proposed grant changes, budget revisions must be approved in advance from NCEM.

When changing or amending any CDBG-DR activity, the environmental review record must be updated. Grantees must notify NCEM prior to the undertaking of any proposed activity to assure that an Environmental Review Record has been prepared and a Release of Funds has been provided by HUD. NCEM will provide written notification to the grantee that the ERR Release of Funds has been obtained and project funds may be incurred.

### **Compliance Requirements**

The lead county entity is responsible for conformity with all Federal and State regulations governing the CDBG-DR program. Please refer to the Federal Certifications and State CDBG Regulations in the application for specific details. If you have questions about the documentation needed, please contact the NCEM CDBG-DR CD Specialist for assistance. Full compliance requirements will become part of the approved grant agreement between the NCEM and the Lead Entity.

### ***Conflict of Interest***

Per 24 CFR Part 570.489 (h), 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 CDBG-DR project, and 2) officials of the recipient including members of the governing body. The applicant will be asked to determine if a potential conflict exists. Questions regarding this item are in the program application. Please note that sub-recipients must comply with these regulations as well. Consult with

NCEM of any conflict of interest questions or North Carolina Community Development Block Grant Program Regulations (4NCAC 19L.Section.0914).

#### ***Financial Management Requirements***

NCEM will monitor the grantee to determine compliance with the financial management requirements. In particular, the review will determine if records are maintained in compliance with 2 CFR Part 200 and other State of North Carolina requirements. This monitoring is performed through desktop audit and at each 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. NCEM staff may also make specific requests to review information or documentation relating to financial management of a grant.

#### ***Environmental Review***

Recipients of CDBG –DR funds are required to complete an Environmental Review Record (ERR). NCEM has undertaken and is performing this activity prior to the award of any funding. **NCEM has obtain consultants to undertake Tier I and Tier II Environmental Review activities. The State will work with the Lead County entity on this process. Applicants are advised that under no circumstances can program dollars be incurred or expended until an environmental review record has been established and funds have received clearance from HUD. Going forward, an ERR will be a post award requirement and will be coordinated between NCEM and the local entity. Do not submit ERR with the application.** Copies of the Environmental Review Record and documents can be secured from NCEM and/or on the North Carolina Department of Commerce website, under Community Development Block Grant-DR.

If the Lead Entity wishes to undertake its own Tier I and II environmental review assessments using consultants, the firm needs to be prequalified and a fee schedule approved in advance by NCEM.

#### ***Fair Housing***

Recipients of CDBG-DR funds will be required to comply with fair housing and non-discrimination laws and regulations. Applicants should consult Section .1001 of the CDBG administrative rules for further information on equal opportunity requirements. Applicants will be required to submit a fair housing plan for the municipality and or county. For each year that a CDBG project is active, a recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing.

#### ***Language Access Plan (LAP)***

As recipients of federal financial assistance, grantees have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that recipients take responsible steps to ensure meaningful access by LEP persons. Applicants will be required to submit a Language Access Plan using the approved recommended template from DOC. The plan will be submitted for municipality and/or county using the thresholds established by DOC. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.

### ***Local Economic Benefit (Section 3) and Davis-Bacon Requirements***

For each year that a CDBG-DR project is active, the Grantee must describe a strategy whereby opportunities in employment and procurement arising out of a CDBG-DR assisted project are identified and made available to low income residents within the county to the greatest extent feasible.

This strategy must include (1) identification of training and technical assistance resources to prepare low income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts and (3) education of low-income residents within the CDBG assisted area about the components and opportunities of the program. Once applicants are awarded, recipients will be required to submit a Section 3 plan using the approved DOC template. In addition, applicants will be required to coordinate additional activities as it relates to Section 3 with the NCEM CDBG-DR Construction Program Manager.

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by grantees and sub-grantees shall include a provision for compliance with the Davis-Bacon Act as supplemented by Department of Labor Requirements.

### ***Procurement***

Grantees must contract for the procurement of goods, services, and construction projects including design services. CDBG-DR grantees must enter procurement solicitation for any contract over \$25,000 in the **Statewide Interactive Purchasing System (IPS)** as well as provide the information to the NCEM Program Manager. All notices must be posted in IPS at least three days before the procurement process begins. Contracts under \$25,000 state procurement policy and 2 CFR 200 regulations apply.

The local government only must set-up in IPS to post solicitation documents electronically. The process takes 15 minutes. For information about set up in IPS, contact Kim Daniels-Jackson at [Kim.d.jackson@doa.nc.gov](mailto:Kim.d.jackson@doa.nc.gov).

The use of IPS will be added to the program compliance monitoring process. Grantees must also ensure compliance with the requirements of 2 CFR 200 and all State procurement standards, as applicable, including the need to properly assess lease versus purchase alternatives in addition to the IPS requirement.

The Lead Entity shall comply with current State policy concerning the purchase of equipment, materials, property, or services in accordance with the requirements of 2 CFR 200 and all State procurement standards, as applicable, including the need to properly assess lease versus purchase alternatives. The Lead Entity shall include the State's Supplemental Conditions in any contract entered into under the grant agreement to contractors and all subcontractors. The Supplemental Conditions include required terms for project contracts, HUD General Provisions, Participation by Women and Minority Owned Businesses (W/MBE)

### ***Duplication of Benefits***



Prohibition of any person, business concern or other entity from receiving federal funds for any part of such loss as to which he has received financial assistance under any other program or from insurance or any other source.

#### **CDBG-DR Program Contacts**

The CDBG-DR Program Manager will answer questions about individual projects over the telephone, by fax machine or by email from the date the application is posted to the website to the date the final **applications are due beginning October 6<sup>th</sup> but no later than October 20<sup>th</sup>. NCEM will review applications upon receipt but all applications received by the October 20<sup>th</sup> deadline will be evaluated based on the rating criteria.** NCEM encourages communities to come together at a central location to discuss common interests. If a regional meeting is requested then it needs to be in writing from the lead local government.

#### **North Carolina Division of Emergency Management (NCEM)**

**Michele Grant, Senior Advisor – CDBG Liaison**

**E-mail: [Michele.grant@ncdps.gov](mailto:Michele.grant@ncdps.gov)**

**Telephone: (919) 825-2578 Fax: (919) 715-0408**

#### **Department of Commerce (DOC)**

**Iris C. Payne, CDGB Program Manager**

**E-mail: [ipayne@nccommerce.com](mailto:ipayne@nccommerce.com)**

**Telephone: (919) 571-4900, extension 249 Fax: (919) 571-4951**

For questions regarding Construction Management including rehabilitation, reconstruction or new construction, please contact:

#### **Maribel Marquez (NCEM)**

**CDBG-DR Project Manager**

**ESP Associates P.A.**

**E-Mail: [Maribel.Marquez@ncdps.gov](mailto:Maribel.Marquez@ncdps.gov)**

**Telephone: (919) 825-**

#### **Application Process and Submission Requirements**

**Applications must be physically received at North Carolina Division of Emergency Management Raleigh office. The State NCEM will accept applications beginning Friday, October 6<sup>th</sup> but no later than Friday, October 20, 2017 at 5.00. The State will accept applications whether hand-delivered, mailed through the US Post Office or delivered by private and overnight delivery companies such as UPS, Fed Ex, etc. The CDBG DR Program Manager is available should you have questions.**

**Applicants must submit three (3) complete originals of the application. Both applications must have the original signature of the chief elected official on the Application Summary Form and any other documents that require official signatures.**

<p><b>If using the U. S. Postal Service, mail to:</b> Department of Public Safety Division of Emergency Management</p> <p><b>4218 Mail Service Center Raleigh, NC 27699-4218</b></p> <p><b>Street Address:</b></p> <p><b>4105 Reedy Creek Road Raleigh, NC 27607</b></p>	<p><b>If using overnight or in-person delivery, deliver to:</b></p> <p><b>Bowers Building 4105 Reedy Creek Road Raleigh, NC 27607</b></p>
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**Bertie County/Town of Windsor  
Homeowner's Request for Supplemental Assistance  
Hurricane Matthew**

Bertie County/Town of Windsor are maintaining a Request for Assistance List to identify households that may be eligible for supplemental housing assistance related to Hurricane Matthew. Funds available may be CDBG, NCHFA, HMGP, etc. These funds are separate from the application for Hazard Mitigation Grant Funds (Acquisition/Elevation) and may be used to supplement those eligible units or for ineligible units. Please be aware that these are long-term programs that do not provide immediate assistance. *Also, note that completing this form does not guarantee that you will receive any assistance nor does it confirm your eligibility for any future programs that may become available.* In order to be placed on this list, you must complete this form and **return it by October 13, 2017 to either Tracie White, County Planner in person or by mail.** Please address the envelope as follows:

**Allen Castelloe, Town Administrator  
Town of Windsor  
128 S. King Street  
PO Box 508  
Windsor, NC 27983**

**Part 1 – Your Contact Information**

What is your name? \_\_\_\_\_

Do you own your home? (Check one)

Yes

No

What is the physical address of your home? \_\_\_\_\_  
\_\_\_\_\_

Is the above address your mailing address? (Check one)

Yes

No

*Mailing Address - If you receive your mail at a different address, please give us that address so that we can contact you.* \_\_\_\_\_  
\_\_\_\_\_

What is the best telephone number to reach you? \_\_\_\_\_

Daytime:

Evening:

Total Number of People in Your Household

Are you or is someone in your household older than 62 years of age? (Check one)

Yes

No

Are you or is someone in your household physically disabled? (Check one)

Yes

No

Are you employed and have a dependent child under 18? (Check one)

Yes

No

What is the source of your income? (Ex. Employer, Social Security, etc.) \_\_\_\_\_

Total Gross Household Annual Income (Check one below)

Less than \$10,000

\$20,001 - \$25,000

\$35,001 - \$40,000

More than \$50,000

\$10,001 - \$15,000

\$25,001 - \$30,000

\$40,001 - \$45,000

\$15,001 - \$20,000

\$30,001 - \$35,000

\$45,001 - \$50,000

**(Turn Over and Continue)**



