NORTH CAROLINA
DEPARTMENT of
COMMERCE

2026

North Carolina
Recovery Housing Program (RHP)

Round 3

RELEASE DATE:

January 30, 2026

Rural Economic Development State CDBG Program

All applications must be sent by USPS mail or an overnight service. Hand-delivered applications will not be accepted

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North Carolina Recovery Housing Program (RHP) – Round 3
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OVERVIEW

In response to the opioid epidemic that has plagued many parts of the nation, a pilot program, the Recovery Housing Program (RHP), has been authorized through Section 8071 of the "Substance Use–Disorder Prevention that Promotes Opioid Recovery and Treatment for Patients and Communities Act'', also referred to as the "SUPPORT for Patients and Communities Act'' (SUPPORT Act). The SUPPORT Act requires funds appropriated through the pilot program RHP to be treated as Community Development Block Grant (CDBG) funds under the privy of the U.S. Department of Housing and Urban Development (HUD), as modified by Federal Register Notice (FR-6225-N-01) with the intent to expedite and facilitate the use of RHP funds.

RHP, pilot program, would support individuals in recovery onto a path to self-sufficiency. By providing stable housing to support recovery, RHP aims to support efforts for independent living. More specifically, RHP would provide the funds to develop housing or maintain housing for individuals. To maximize and leverage these resources, applicants should coordinate RHP-funded projects with other Federal and non-federal assistance related to substance abuse, homelessness and at-risk of homelessness, employment, and other wraparound services. The assistance is limited, per individual, to a period of not more than two (2) years or until the individual secures permanent housing, whichever is earlier.

RHP eligible activities include:

- Public facilities and improvements,
- Acquisition and disposition of real property,
- Payment of lease, rent, and utilities,
- Rehabilitation, reconstruction, and construction of both single family, multifamily, and public housing,
- Clearance and demolition,
- Relocation; and/or
- Administration.

For additional information, please visit Recovery Housing Program (RHP) - HUD Exchange

The State of North Carolina received $1,166,440 in RHP funds and of this amount, **Round 3**will make available $1,073,125. The State of North Carolina's RHP program will prioritize the selection of applicants with the greatest need and ability to deliver effective assistance in a timely manner – applicants must demonstrate the capacity to expend at least 30% of RHP funds in the first year of receiving funds.

Planning grants are not eligible for RHP funds. Additionally, the State's RHP program will give priority to RHP eligible activities that rehabilitate, expand, or develop real property to create, preserve, or expand recovery housing units as described in FR-6225-N-01.

RHP projects must meet the RHP affordability requirements for a period of not less than twenty (20) years, which begins at project completion. REDD may impose longer periods of affordability. RHP-funded units must be rented to households with income below 80% or less of Area Median Income.

NATIONAL OBJECTIVE

All RHP activities must comply with the Low-to-Moderate Income Limited Clientele (LMC) National Objective, as modified by FR-6225-N-01 and must support activities that benefit low- and moderate-income persons.

A. **Expansion of Limited Clientele National Objective -** to include RHP-assisted housing. HUD is imposing a waiver and alternative requirement to the limited clientele national objective criteria at 24 CFR 570.208(a)(2) and 570.483(b)(2)(i)(B) to the extent necessary to enable the use of the limited clientele national objective for acquisition, rehabilitation, reconstruction, or new construction activities assisted by RHP funds that provide stable, temporary housing to individuals in recovery from substance use disorder, when at least 51 percent of the individuals benefitting are low- or moderate-income persons. Any cost or other limitations on the participation by beneficiaries in RHP activities must not be prohibitive for low-income persons. The RHP activities, when taken as a whole, must not benefit moderate-income persons to the exclusion of low-income persons.

B. **Modification of Limited Clientele Presumptions -** Persons in certain group categories may be presumed to be low- and moderate-income persons pursuant to the requirements at 24 CFR 570.208(a)(2)(i)(A) or 570.483(b)(2)(ii)(A). HUD is modifying the requirements at 570.208(a)(2)(i)(A) and 570.483(b)(2)(ii)(A) to add additional categories of groups of persons that, when served exclusively or in combination with groups of persons in other listed categories, may be presumed to benefit persons, 51 percent of whom are low- and moderate-income, barring any evidence to the contrary. Under this alternative requirement, the categories are expanded to include persons who meet the federal poverty limits or are insured by Medicaid.

C. **Overall benefit to Low- and Moderate-Income Persons -** Section 101(c) of the HCD Act (42 U.S.C. 5301(c)) establishes the primary objective of the HCD Act to be the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. Unlike the CDBG program, RHP funds may not be used for activities to aid in the prevention or elimination of slums or blight, or activities designed to meet community development needs having a particular urgency. Therefore, all RHP funds must be used to support activities that benefit low- and moderate-income persons. Additionally, administrative and technical assistance expenditures are counted toward low- and moderate-income benefit in the same proportion as RHP expenditures for other activities.

The State of North Carolina and its subrecipients are prohibited from using RHP funds to aid in the prevention or elimination of slums or blight or for activities designed to meet urgent needs.

ELIGIBLE APPLICANTS

All municipalities in North Carolina are eligible to receive Small Cities RHP funds including entitlement communities in the state that receive funds directly from the U.S. Department of Housing and Urban Development (HUD). Priority will be given to Tier 1 and 2 counties *(especially those with overdose rates over the national average).* A list of the Tier 1 and 2 counties is located on the NC Commerce website at www.commerce.nc.gov. Applicants must be registered and active in SAM.GOV at the time of application submission.

In addition, all counties and their municipalities and tribal lands are eligible to receive RHP funds. Applicants with project submissions proposing to assist individuals in recovery from SUD with stable, transitional housing within the Appalachian region of the State, should clearly state leveragability to the Appalachian Regional Commission's (ARC) Strategies and Initiatives within the Leveragability section of the application.

AWARD AMOUNTS

The maximum grant amount is **$1,000,000** per grantee. There is no minimum grant amount. However, applicant should consider feasibility as it relates to the overall cost of any project.

GRANT PERIOD AND EXTENSIONS

The grant period *i*s 30 months for the ***RHP Program*** *projects*. Applicants should allow up to four months for start-up and two months for closeout within the 30 months. Extensions to milestones during the grant period must be requested and will only be approved based on circumstances beyond the grantee's control or a change in the grant administrator.

MATCHING FUNDS REQUIREMENTS

The ***RHP Program*** does not have matching fund requirement for applicants. In addition, RHP funds may be used for activities in entitlement areas without contribution from the entitlement jurisdiction.

ALLOWABLE PROJECT ACTIVITIES

Although the SUPPORT Act provides that RHP funds are treated as CDBG funds, not all CDBG eligible activities in section 105 of the HCD Act (42 U.S.C. 5305(a)) satisfy the purpose of RHP funds to provide stable, temporary housing to individuals in recovery from a substance use disorder. HUD is imposing the following waiver and alternative requirement to modify section 105(a) for the statutory purpose described in the SUPPORT Act. The use of RHP funds is limited to the following eligible activities, with the caveat priority will be given to RHP eligible activities that rehabilitate, expand, or develop real property to create, preserve, or expand recovery housing units as described in FR-6225-N-01.

A. **Public Facilities and Improvement -** RHP funds may be used for activities under 24 CFR 570.201(c) or section 105(a)(2) of the HCD Act (42 USC 5305(a)(2)) only for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01.

B. **Acquisition of Real Property -** RHP funds may be used for acquisition under 24 CFR 570.201(a) or section 105(a)(1) of the HCD Act (42 USC 5305(a)(1)) for the purpose of providing stable, temporary housing to persons in recovery from a substance use disorder. For example, an applicant could purchase a residential property for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01.

C. **Rehabilitation and Reconstruction of Single-Unit Residential -** RHP funds may be used for rehabilitation or reconstruction of publicly- or privately-owned single-unit residential buildings and improvements eligible under 24 CFR 570.202(a)(1) or section 105(a)(4) of the HCD Act (42 USC 5305(a)(4)) for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01.

D. **Rehabilitation and Reconstruction of Multi-Unit Residential -** RHP funds may be used for rehabilitation or reconstruction of publicly- or privately-owned buildings and improvements with two or more permanent residential units that otherwise comply with 24 CFR 570.202(a) and section 105(a)(4) of the HCD Act (42 USC 5305(a)(4)) for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01.

E. **Rehabilitation and Reconstruction of Public Housing -** RHP funds may be used for rehabilitation or reconstruction of buildings and improvements owned and operated by a public housing authority to the extent eligible under 24 CFR 570.202(a)(2) and section 105(a)(4) of the HCD Act (42 USC 5305(a)(4)), for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01.

F. **Disposition of Real Property -** RHP funds may be used for disposition through sale, lease, or donation, or otherwise of real property acquired with RHP funds subject to 24 CFR 570.201(b) and section 105(a)(7) of the HCD Act (42 USC 5305(a)(7)), for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01. Eligible costs may include costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the RHP-assisted property.

G. **Clearance and Demolition -** RHP funds may be used for clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites to the extent eligible under 24 CFR 570.201(d) or section 105(a)(4) of the HCD Act (42 USC 5305(a)(4)) for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01. This is limited to projects where RHP funds are used only for the clearance and demolition.

H. **Relocation -** RHP funds may be used for relocation payments and other assistance for permanently or temporarily displaced individuals and families in connection with activities using RHP funds, to the extent eligible under 24 CFR 570.201(i) and section 105(a)(11) of the HCD Act (42 USC 5305(a)(11)).

I. **Expansion of Existing Eligible Activities to Include New Construction -** RHP funds can be used for new construction of housing, to the extent the newly constructed housing shall be used for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder in accordance with Section 8071 and FR-6225-N-01. HUD is waiving 42 USC 5305(a) and 24 CFR 570.207(b)(3) and adopting alternative requirements to the extent necessary to permit new construction of housing, subject to the same requirements that apply to rehabilitation activities under the provisions at section 105(a)(4) of the HCD Act (42 USC 5305(a)(4)) and 24 CFR 570.202(b).

J. **Grant Administration -** RHP funds have a 10% cap on administrative costs with no match requirement. Grantees may spend up to 10% of the RHP grant plus 10% of any RHP program income received on administrative costs. Planning grants are not eligible for RHP funds.

LEAD-BASED PAINT REQUIREMENTS

Housing assisted with RHP funds will comply with the requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)) and N.C. General Statute §130A-453.01-453.11 – Lead-Based Paint Hazard Management Program**.**

REDD'S LEAD-BASED PAINT REQUIREMENTS

- ✓ All RHP-funded units must have a risk assessment and paint inspection by a certified risk assessor;
- ✓ All RHP-funded 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 that when lead-based paint is identified in an RHP-funded unit being rehabilitated, the lead-based paint be abated whenever possible. Cost for abatement may be charged to the rehabilitation RHP-funded unit.
- ✓ Tenants and occupants, when relocated, must be moved to a lead-safe environment.

PRE-AWARD AND ADMINISTRATION COSTS

Pre-award and administration costs are limited to 10% of the awarded grant total. incurred by the state, as the grantee of RHP, and selected subrecipients may be charged to the RHP grant. Subrecipients will be subjected to an administration cost limit to 10% of the awarded grant total. REDD will allow reimbursement of pre-award costs incurred prior to the effective date of the grant award that are essential to negotiations in anticipation of receiving the grant award. Planning grants are not eligible for RHP funds; therefore, pre-award costs associated with planning will be prohibited for reimbursement. The pre-award costs are also subject to following proper procurement regulations at 24 CFR 85.36. For eligible pre-award and administration costs, see OMB Circular 2 CFR 200.458.

LOCAL GOVERNMENT ROLE AND RESPONSIBILITIES

As the local government, the County-Level or County's municipality designee's role and responsibilities are outlined in 24 CFR Part 570.501. The local government is responsible for ensure the following:

- ✓ **Management and Oversight -** The elected officials and authorized representatives are legally, financially, contractually, and programmatically responsible for the RHP-funded project. The local government is responsible to the State of North Carolina and the Federal government even if they have a grant administrator or subrecipient relationship.
- ✓ **Financial Management -** The local government and its staff must ensure proper accounting of funds in the projects to avoid disallowed costs. This includes accurate identification of project costs, project cash balances, proper internal controls, inclusion of RHP funds in the annual audit, and timely expenditures of funds.
- ✓ **Statement of Assurances and Certifications -** The local government elected officials, its authorized representatives, and grant administrators should read and understand these documents and the implementation obligations.

- ✓ **Grant Agreement and Funding Approval (Contract) (24 CFR Part 570.501 and .502) -** If awarded, the local government will receive a grant agreement and funding approval from the North Carolina Department of Commerce, Rural Economic Development Division. These documents are contractually binding and cannot be changed without State approval.
- ✓ **Communication Requirements:** The local government must ensure continuous communication amongst all parties involved in the RHP-funded project. Additionally, all formal written communication should be addressed to the CDBG Director and be signed by the Chief Elected Official or accompanied by a signature authorization document such as an authorizing resolution.

USE OF AN EXPERIENCE CDBG ADMINISTRATOR FOR RHP PROJECTS

The local government applicant must have the capacity to administer the proposed RHP project 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" to administer proposed project for this application is defined as, someone who has administered more than one CDBG project, ideally with project activities identified in the approved project. All applicants must have also met the basic performance requirements for prior CDBG grants.

PROGRAM AMENDMENTS, BUDGET AMENDMENTS, AND BUDGET REVISIONS

In an Advisory Notice called "Application Amendment" dated January 25, 2010, and posted on the North Carolina Commerce website, State CDBG outlined the application amendment process. Additionally, in September 2010, REDD released ***Bulletin 10-3*** which replaces Bulletin 96-2 which defines what constitutes a change from the approved application and requires prior approval by REDD. The Bulletin also outlines the procedural requirements for submitting an amendment. When making any change to the approved application, grantees should contact the REDD Grants Management Representative (GMR) assigned to the grant to discuss the proposed changes. The GMR 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 per 24 CFR 58. After revisions, the environmental review must be submitted to the REDD Compliance Specialist.

EVALUATION CRITERIA

The **RHP Program** is competitive, however, can convert to non-competitive if funding exceeds the number of applications received. The project must pass the threshold review to be considered for the competitive review. All municipalities in North Carolina are eligible to receive Small Cities RHP funds including entitlement communities in the state that receive funds directly from the U.S. Department of Housing and Urban Development (HUD). Priority will be given to Tier 1 and 2 counties *(especially those with overdose rates over the national average)*.

The State's RHP program will prioritizes the selection of applicants with the greatest need and ability to deliver effective assistance in a timely manner – applicants must demonstrate the capacity to expend at least 30% of RHP funds in the first year of receiving funds.

All RHP projects must integrate multiple community and economic development systems, evidence-based or promising SUD models and practices, and resources. In support of implementing existing community and economic development strategic plans that create pathways to self-sufficiency. For a list of evidence-based resources and guidelines from the Substance Abuse Mental Health Services Administration, visit the Resource Center | SAMHSA.

An applicant's RHP project submission must meet RHP criteria (below) and can earn up to 100 points based on the following elements. Applicants are responsible for determining and providing sufficient support documentation.

A. Executive Summary - Required

Provide no more than a two-pages executive summary of project goals and strategies, purpose, key activities, strategic alignment, collaborative partnerships, organizational capacity, and performance measures. Include specifics of the number of units and bedroom configuration, type of activities (acquisition, rehabilitation, adaptive re-use, and/or new construction), number of accessible units to be produced and total project cost.

B. Statement of Needs - Up to 25 points

- Provide any information or data justifying the need and unmet needs for RHP projects/funding.
- List the county or counties impacted by this project, include Tier designation and, if applicable, state if the county or counties are in the Appalachian region.
- Describe the service area.
- Identify the economic and workforce-related challenges to workforce participation in the proposed service area.
- Describe the community needs as they pertain to SUD.
- Identify the gap(s) in behavioral health services, training, and provision of support services, including wraparound services and the community's capacity to create a recovery ecosystem to respond to these gaps and connect these responses to purpose of the RHP Program.

C. Project Description - Up to 32 points

- Describe your proposed project and explain how the RHP funding will change or enhance existing services and assist individuals in recovery from a substance use disorder (SUD) with stable, transitional housing while on the path to self-sufficiency.
- Explain how the project expands or creates linkages between workforce development organization(s), training providers, and organizations that provide wraparound services for individuals in recovery.
- Include the names of the workforce development organizations, training providers, and organizations that provide wraparound services for individuals in recovery. Explain how the organizations and providers are strategically positioned to support the services and activities that will help to expand or create a recovery ecosystem.
- Describe the populations your agency currently serves and the population that will be served by this project.
- Describe the frequency and types of support offered after program exit to support long term recovery.
- Suitability of location.
- How does your agency prioritize households with the greatest need and address real or perceived barriers to entry?

D. Projected Outputs and Outcomes - Up to 16 points

- Briefly describe the benefits and accomplishments that will be achieved with RHP funding, include the following information:
- Number of Households that may be assisted,
- Number of Households that will transition to permanent housing, and
- The average amount of RHP assistance per household.
- Describe the methods used to determine income eligibility and qualifications for residency.
- Describe the plan to sustain and continue services if the RHP funding is invested in this project.
- Duration of affordability term (cannot be less than twenty (20) years).
- Describe how this project will measure and track success.

E. Leveragability - Up to 12 points

- Coordination of other federal and non-federal assistance for this project as it relates to substance abuse, homelessness, at risk of homelessness, employment, and wraparound services.
- Describe any partnerships for your agency and this project.
- Provide any commitments and/or coordination of services including Peer Support Program.
- Provide letters of commitment, conditional commitment, and evidence of funding application from all other (i.e., non-RHP) sources of funds and/or resources.
- If your project will serve the Appalachian region, explain how your project aligns with the goals of the ARC Strategic Plan and the strategy statements for See Appalachia Envisioned: A New Era of Opportunity | ARC Strategic Plan Fiscal Years 2022-2026, Goal 2: Building Appalachia's Workforce Ecosystem: Expand and strengthen community systems (education, healthcare, housing, childcare, and others) that help Appalachians obtain a job, stay on the job, and advance along a financially sustaining career pathway.

F. Budget & Budget Narrative - Up to 5 points

- Describe the dedicated Operating Income and/or Supportive Services funding and how the daily operating expenses will be funded.
- Priority points will be given to projects that can document dedicated non-RHP operating sources.
- Cost efficiency of project.
- Cash flow pro forma positive cash flow (sources and uses).

G. Feasibility - Up to 5 points

- Describe the consistency between the project activities and the proposed budget.
- Describe how your organization will be ready to proceed should funding be approved. Include implementation of the project, grant management, timetables/schedules and other information that supports the feasibility of this project. Priority points will be given for readiness to proceed.
- Include any items that may demonstrate Readiness to Proceed.

H. Organizational Capacity - Up to 5 points

- Experience with other federal, state, or local housing programs.
- Experience with other recovery and/or permanent supportive housing, include the types of clients served and services provided, and how the projects were funded and maintained.
- Describe the agency/staff experience and ability to provide comprehensive recovery services.
- Demonstrate financial capacity to undertake, comply, and manage projects.

- Evidence of grants, loans, and/or projects that are in CDBG and other program portfolio of applicant or affiliates in good standing.
- Provide oversight and management policies and procedures for:
    a. Eligibility determination,
    b. Support of client's success after exit,
        i. Referral process and tracking follow-up,
        ii. Relapse protocol,
        iii. Civil Rights,
        iv. Fair Housing,
        v. Coordination with Law Enforcement, and
        vi. Client discharge, evicted, or no longer interested after assistance in accessing other housing services.

I. Required Forms: — **Recommended Attachments and Supporting Documentation**

PUBLIC HEARINGS

To meet the minimum requirements for citizen participation during the RHP application phase, the applicant must hold **two (2) public hearings** to obtain citizens' comments of the RHP project by REDD. ***Two (2) public hearings are required to be held by the unit of local government prior to submission to REDD.*** Both hearings must be advertised in a newspaper having general circulation in the area. The timing of the hearing notices must follow CDBG regulatory requirements, including publication not less than 10 days or more than 25 days before the date of the hearing. All public hearings must be conducted by the governing board of the applicant.

The first public hearing should be held at the beginning of the application process to discuss and receive feedback on SUD, housing, community, and economic development needs. The notice should provide enough information about the project(s) to allow citizens to be able to provide input.

The second notice of public hearing to obtain citizens' views must also contain a description of the proposed activities to be carried out, including the total cost of the activities. **The second public hearing should be held after the application is drafted but prior to its submission to REDD**.

A publisher's affidavit of the notices and minutes of the hearings signed by the local government clerk must be submitted to REDD as a part of the application and/or Funding Approval, if awarded.

COMPLIANCE REQUIREMENTS

While the substance-use recovery field may not have crosscutting requirements, Community Planning and Development (CPD) programs do, including anti-discrimination, labor standards, Section 3, environmental review, etc. and these requirements are applicable to the RHP Program. As required by the SUPPORT Act, the Secretary of HUD has authorized statutory and regulatory waivers and alternative requirements deemed necessary to expedite or facilitate the use of RHP funds — except for requirements related to fair housing, nondiscrimination, labor standards, the environment, and requirements that activities benefit persons of low- and moderate-income. These waivers and alternative requirements are only applicable to the use of RHP funds and do not apply to CDBG funds used in conjunction with RHP funds or other sources of CDBG funds (i.e., from other grants or guaranteed loan funds) that are used for similar activities.

The County-Level or County's municipality designee is responsible for conformity with all Federal and State regulations governing the RHP Program. ***RHP Program*** applicants must comply with federal regulations and certify that, if funded, they will comply with all applicable laws and requirements in the

RHP Program grant. Please refer to the Federal Certifications and State RHP Regulations in the application for specific details. If you have questions about the documentation needed, please contact the RHP Program Grants Management Representative (GMR) for assistance.

Section 8071 of the SUPPORT Act requires funds appropriated or made available for the RHP Program to be treated as CDBG funds under Title I of the Housing and Community Development Act of 1974, as amended, unless otherwise provided in Section 8071 or modified by waivers and alternative requirements in FR-6225-N-01. Therefore, similar to the CDBG Program the RHP has certain federal and state requirements that must be met related to the Housing and Community Development Act of 1974, as amended. County-Level or County's municipality designee project administrators should be familiar with the Act, along with rules published in the Federal Register of November 9, 1992, under 24 CFR Part 570. Requirements applicable to Section 8071 of the SUPPORT Act, FR-6225-N-01, and NC Administrative Code of 4 NCAC Subchapter 19L (NC Community Development Block Grant Program) must also be met.

It is important that applicants understand the commitment they will be undertaking with a RHP grant. This description of the requirements and responsibilities of grantees should be read carefully. Please contact REDD Staff with any questions regarding federal program regulations. The following list is intended to provide applicants and RHP Program participants with a brief list of basic federal and state administrative requirements for compliance areas that must be addressed. ***Please note that all compliance plans are local, not State, plans. For this reason, all required plans must be on local government stationary or format, rather than a state agency to be approved by REDD.***

1) 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 (1) year thereafter: **1)** employees or agents of the recipient who exercise any function or responsibility for the RHP 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 REDD Staff regarding conflict-of- interest questions or North Carolina Community Development Block Grant Program Regulations (4NCAC 19L.Section.0914).

2) Citizen Participation

Applicants must certify in the application that they are following a written citizen participation plan that provides for access to information and participation in all stages of the project. This includes proper advertising of public hearings in the **non-legal** section of a newspaper with general circulation in the area, and timely access to meetings, information, and records related to the project. In addition to a minimum of two public hearings before the issuance of a REDD contract, a third hearing is required prior to the formal close out of a grant after completion of all project activities.

Applicants must certify in their application that they are following a detailed citizen participation plan which provides for and encourages citizen participation at all stages of the project, from initial design and application through implementation and closeout.

This plan must provide for reasonable and timely access to meetings, information, and records; provide technical assistance to groups representative of low and moderate-income persons that request assistance; provide for public hearings at all stages of the community development program; provide timely written answers to written complaints; and provide for the needs of non-English speaking persons.

To meet the minimum requirements for citizen participation during the application phase, applicant must hold a public hearing to obtain citizens' comments at the beginning of the application process, and another hearing after the application is drafted but, prior to its submission to REDD. Public hearing notices must be published at least once in the non-legal section of a newspaper having general circulation in the area. **The notice must be published at least 10 days but, no more than 25 days before the date of the hearing**.

The notice of public hearing to obtain citizens' views after the application has been prepared, but prior to its submission to REDD, must also contain a description of the proposed project(s), including proposed project location, activities to be carried out, and total costs of activities. The governing board of the applicant must conduct the public hearings.

Please Note: Local governments must also provide citizens, especially residents of proposed project areas or ones whose homes will be included, an adequate opportunity to participate in the planning and development of RHP applications beyond the public hearing requirements described above.

Examples of actions applicants may take to ensure adequate citizen participation in the application stage includes meeting with community groups and leaders prior to public hearings, holding informational meetings for those citizens whose homes will be affected by the project and distributing notices of meetings and public hearings directly to them. Applicants may also choose to distribute public hearing notices to local community action agencies, legal services offices, and other public and private organizations.

Please note that the applicant certifies in the application Certification Form that it is following the requirements described in the first paragraph of this section for ensuring citizen participation, and that it will adopt a detailed written Citizen Participation Plan that includes these requirements if, the project receives the grant award. Applicants should refer to 4 NCAC 19L Section .1002(c) and (d) for information regarding the development and implementation of this plan.

If awarded, the grantee must have documentation on file of compliance with citizen participation requirements in the application process, 4 NCAC 19L.1002(b): publisher's affidavits of notices for and minutes signed by the town or county clerk of the two required public hearings.

3) Program Income

Income generated from the use of RHP funds is subject to 42 U.S.C. 5304(j), 24 CFR 570.489(e) (states), and 24 CFR 570.500 and 570.504 (District of Columbia) regarding program income. To expedite or facilitate the use of RHP funds, HUD is issuing the following alternative requirements to program income provisions at 24 CFR 570.489(e) and 24 CFR 570.504 as described below.

a) Definition of Program income. HUD is modifying 24 CFR 570.489(e)(1) (states) to modify the definition of "Program income" to include gross income received by subrecipients that was generated from the use of RHP funds. In addition, HUD is modifying 24 CFR 570.489(e)(2) (states) and 24 CFR 570.500(a)(4) (District of Columbia) to exclude from program income any income received and retained by a nonprofit operating within the grantee's jurisdiction whose primary mission includes serving individuals in recovery from substance use disorder. If a grantee chooses to require the nonprofit to return income generated from the use of RHP funds, the income returned by the nonprofit to the grantee would be defined as program income.

b) Treatment of Program Income. **(1)** Prior to closeout of an RHP grant, except as described in (2) below, a grantee must transfer program income to another open RHP grant or its annual CDBG program. Program income received by a grantee after closeout of all RHP grants must be transferred to the grantee's annual CDBG award. Once transferred to the

annual program, the waivers and alternative requirements that apply to the RHP grant no longer apply to the use of transferred program income. Rather, those funds will be subject to the grantee's regular CDBG program rules. **(2)** Grantees other than the District of Columbia may require that any subrecipient pay RHP program income to the state unless the exception in 24 CFR 570.489(e)(3)(ii)(A) applies. The provisions of 24 CFR 570.489(e)(3)(ii)(A) are modified to add an additional requirement that the state must require a unit of general local government to return to the state program income generated from the use of RHP funds, if the program income will not be used to continue the RHP-eligible activity from which it was derived. Program income returned to the state must be used for additional RHP-eligible activities pursuant to a grantee's RHP Action Plan or transferred to the state's annual CDBG program as described in (1) above.

c) All RHP program income and assets shall be treated as program income and assets of the grantee's annual CDBG program at the earlier of grantee closeout or the date the grantee's RHP appropriation account is canceled pursuant to section II.P. of FR-6225-N-01.

d) Revolving loan funds prohibited. Because of the requirement to transfer program income to the annual CDBG grant program, grantees are prohibited from establishing revolving funds with program income generated from the use of RHP funds.

4) Administration of Project

If awarded, the grantee must meet minimal levels of supervision in implementing the project as follows:

a) Administrators of the project will give written status reports to the elected board at a minimum quarterly.

b) At least two persons from the local government will review invoices and requests for payment to ensure accuracy and to ensure costs are allowable.

c) The local government manager reviews and signs off on all project reports.

d) All project files will be maintained at the local government offices and made available to citizens during regular business hours.

5) Audits/Compliance

RHP grantees expending $25,000 or more in a fiscal year are **required** to have funds audited for the RHP program. RHP funds can be used to pay for the RHP portion of the audit provided the grantee has expended $750,000 or more in the fiscal year in total federal awards (RHP and other federal funds). 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 RHP application to pay for the RHP portion of the audit and claim the local administrative funds as local commitment. All grantees that expend a total of $750,000 in all federal assistance must submit the audit to the Federal Audit Clearinghouse.

The Catalog of Federal Domestic Assistance numbers for RHP grants under the SUPPORT Act is 14.228 (Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii) (formerly CDBG Grant/Small Cities Program).

6) Cost Associated with Preparation of RHP Application

Applicants that receive REDD funding approval for project(s) may charge the cost of application preparation to a current program if procurement procedures consistent with 24 CFR 85.36 are followed. No more than $3,500 may be charged to the RHP program for the preparation of the application.

7) Procurement

The grantee must have a written Procurement Policy that meets the requirements specified in **2 CFR, Part 200.317-200.326 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** at eCFR: 2CFR Part 20 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards . 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.

The procurement of grant administrators occurs **after** an award is made, using the **Request for Proposal (RFP)** process. The contract for the grant administrator **cannot** be signed until you have a fully executed contract with the North Carolina Department of Commerce, Rural Economic Development Division.

As of July 10, 2023, RHP grantees must enter a procurement solicitation for any contract over $25,000 in the **eVP (electronic Vendor Portal)** formally known as the Statewide Interactive Purchasing System (IPS) as well as provide the information to the REDD Compliance Office. All notices must be posted in eVP at least three (3) days before the procurement process begins. The local government must set up in eVP to post solicitation documents electronically. The process takes 15 minutes. The local government should contact the NC Department of Administration at (888) 211-7440, option 2 or https://evp.nc.gov/ for information. The use of eVP will be added to the program compliance monitoring process. Grantees must also ensure compliance with 24 CFR 85.36 Procurement Process in addition to the eVP requirement.

8) Equal Opportunity

Applicants are required to ensure that RHP aided projects comply with equal opportunity and nondiscrimination laws and that people in protected categories are not excluded from project participation.

Applicants are required to take into consideration equal opportunity and non-discrimination laws in designing RHP programs to ensure that people in protected categories are not excluded from participation, denied the benefit of, or subjected to discrimination under any program or activity funded in whole or in part with RHP funds. The recipient of RHP funds must describe the actions it will take annually for each year the grant is open in the areas of enforcement, education and in the removal of barriers and impediments that affirmatively further equal access in employment and procurement. This includes a description of steps to be taken in the areas of advertisement, compliance, and complaint tracking.

9) Fair Housing

Recipients of RHP 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. Applicants with 10,000 people or more will be required to complete an Analysis of Impediments to Fair Housing Choice Study. For each year that a RHP 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. For guidance for developing a Fair Housing Plan, grantees will refer to REDD Bulletin 10-25 (or any subsequent replacement versions).

10) Language Access Plan (LAP)

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 REDD. The plan will be submitted for municipality and/or county using the thresholds established by REDD. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.

11) Local Economic Benefit (Section 3)

Section 3 of the Housing and Urban Development Act of 1968, as amended, contains requirements governing programs providing direct financial assistance to public recipients and related contractors (or subcontractors).

For each year that a RHP project is active, a recipient must describe a strategy whereby opportunities in employment and procurement arising out of an RHP assisted project are identified and made available to low-income residents within the RHP assisted area 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 of at least $100,000 per contract, and (3) education of low income residents within the RHP assisted area about the components and opportunities of the program. **Once applicants are awarded funds, recipients will be required to submit a Section 3 Plan using the approved REDD template. In addition, applicants will be required to coordinate additional activities as it relates to Section 3 with the REDD Compliance Section.**

12) Environmental Review

Recipients of RHP funds are required to comply with comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and the NC State Environmental Policy Act and complete an Environmental Review Record (ERR). **Do not submit the Environmental Review Record (ERR) with the application**. Please follow procedures outlined in REDD's Environmental Technical Assistance Handbook. Copies of the ERR can be secured from REDD. 24 CFR Part 58 (Environmental Regulations) require certain notices to be prepared and published by the local government applicant. This procedure is described in 24 CFR 58.40-47 and requires certain time periods to be allowed for public comment. REDD must receive evidence of the publication of these notices as well as a Request for Release of Funds and Environmental Certification. Upon REDD determination that the public comment periods have elapsed, REDD will issue a letter approving the release of funds. No RHP funds for non-administrative activities will be released prior to the date of issuance of the letter approving the release of funds.

There are also differences in how HUD's prohibition on taking choice-limiting actions operates when RHP funds will be used alone or combined with other HUD funds in a new construction or rehab project. These differences, and their effect, are:

HUD's prohibition on taking choice-limiting actions applies to RHP projects from the time that REDD receives an application for HUD funding prior to the completion of the Part 58 ER and environmental clearance for the project, the developer and all other participants in the development process for the project are prohibited from acquiring the project site and from committing or expending any source of funds, entering into binding contracts or commitments, or taking any physical action on the project site or in connection with the project. Participants in the development process for a project include the applicant for financing and a developer or sponsor of the project and any of their affiliates participating in the project, any construction manager, general contractor, or subcontractor, and any other consultant for the project. Other

parties may also be participants in the development process for a project, depending on their role.

Choice Limiting Actions include, but are not limited to, the following activities. ***Please note:*** **(a)** the list below is not all-inclusive and **(b)** the age or physical condition of a building or other structure is not relevant in determining whether a choice-limiting action has occurred.

- Entering into, amending, extending or renewing an option agreement that does not comply with HUD's requirements
- Entering into, amending, extending or renewing a purchase and sale agreement
- Purchasing or leasing the project site, or any part of it
- Acquiring or granting an easement
- Entering into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) or a Housing Assistance Payments (HAP) Contract
- Purchasing or otherwise procuring construction materials for the project
- Going out to bid for any work relating to the project, including but not limited to construction, rehabilitation, demolition, or environmental remediation
- Demolition
- Environmental remediation, such as lead, mold, asbestos or soil remediation
- Utility or other infrastructure construction or installation, such as facilities for sewer, water, electric, gas, cable, Internet or telephone service, drainage, stormwater management, and roads and sidewalks, etc.
- Excavation, earth removal, grading, paving, filling, clearing, dredging or draining
- Construction of new buildings or other structures and construction of any addition to an existing building
- Moving, rehabilitation, renovation, alteration, reconstruction, or replacement of existing buildings or parts of existing buildings
- Burying, replacing or relocating fuel tanks or converting a heating system on the project site or off-site
- Any other activity that has a physical effect on the land or buildings on the project site

To avoid the risk of losing funding for a project because of a violation of HUD's prohibition on taking choice-limiting actions, please contact the Compliance Staff at (919) 814-4705 or compliance@commerce.nc.gov if you have any questions on whether a contemplated action is allowed prior to environmental clearance.

13) Floodplain

Recipients must provide REDD with a certification on official letterhead (Local Government entity/municipality) signed by the CEO stating that the project area is not in a floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance prior to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.

14) Section 504 of the Rehabilitation Act of 1973

The local government applicant must complete a Self-Evaluation plan and Transition Plan (if required) as required by Section 504 to ensure that it does not discriminate by reason of a person's disability.

Recipients of RHP funds are required to comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and the HUD implementing regulations at 24 CFR, Parts 8 and 9. The requirements of Section 504 apply to any recipient of federal RHP funds for any program or activity carried out directly or through another recipient, successor, assignee, or transferee.

The Grant Agreement will require recipients to complete the Section 504 Survey and Transition Plan, covering policies, practices and physical accessibility and notify affected persons that it does not discriminate on the basis of handicap. (The latter notification action is a requirement if the recipient has 15 or more employees.) This plan will not satisfy all the requirements of the Americans with Disabilities Act, but it will meet the minimum requirements for a RHP assisted project.

15) Residential Anti-Displacement and Relocation Assistance Plan

A plan for residential anti-displacement and relocation must be documented or submitted with the application. All occupied and vacant occupiable low and moderate-income dwelling units demolished or converted to a use other than as low/moderate income housing must be replaced within three years of the commencement of the demolition or rehabilitation related to the conversion.

Once RHP funds are awarded, recipients must have a plan to minimize residential displacement and to provide relocation assistance to displaced residents in a timely manner. Compliance with the plan must be documented, including the information made public and the means used to make it public.

The plan must include a description of the activity, a location map, a time schedule, dwelling data on target and replacement homes, funding sources, a schedule for replacement or relocation and the basis for concluding that replacement dwellings will remain low-moderate income for at least 10 years. A guide form for developing the plan should be obtained from REDD once an award is received.

***NOTE*: Due to potential changes regarding compliance with Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and Section 104 (d) of the Housing and Community Development Act, potential projects involving acquisition, relocation, and demolition will be reviewed closely by REDD. Program Bulletin 94-1 will be revised, and other documents provided to clarify the new requirement.**

When or if it is unclear as to whether the "contiguous lots" criterion is applicable, REDD will request a determination from HUD officials. Grantees are responsible for initiating the request with REDD and should allow 45 days for a reply.

16) Americans with Disabilities Act (ADA)

State and local governments are required to comply with the provisions of Title I of the Americans with Disabilities Act (ADA) which protects qualified individuals with disabilities from discrimination in all state and local government programs and activities including employment.

Governments with 25 or more employees were subject to the law after July 26, 1992, and governments with 15 or more employees after July 26, 1994. If a government is not covered by Title I of the Act, Section 504 of the Rehabilitation Act of 1973 applies. All governments receiving federal financial assistance will continue to be covered by Section 504. REDD will continue to monitor for only Section 504 compliance until otherwise required by HUD.

17) Lead-Based Paint Hazards

Housing assisted with RHP funds will comply with the requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)) and N.C. General Statute §130A-453.01-453.11 – Lead-Based Paint Hazard Management Program. In addition, projects involving rehabilitation of residential structures require compliance with the federal Lead-Based Paint Hazard Reduction Act of 1992 and the "Lead-Based Paint Hazard Reduction Guidelines" issued November 1, 1993, by REDD. While residential structures are not likely to be involved with most SBEA projects, local government grantees are advised to determine state and county health requirements if there is any rehabilitation or demolition of structures that are likely to have lead-based paint present.

18) Reporting

REDD is facilitating the use of the RHP funds by implementing reporting and review requirements specific to the purpose of RHP. REDD will use RHP grantee reports to oversee compliance with RHP grant requirements and perform risk analysis that may inform REDD's monitoring plans. The following reporting requirements apply to all RHP grants:

REDD requires each RHP grantee to annually review and report within the Annual Performance Report (APR) on the use of RHP funds no later than October 1st. An annual financial audit of the RHP program is due at the close of each fiscal year in which at least $25,000 in RHP funds were received. The Catalog of Federal Domestic Assistance numbers for RHP grants under the SUPPORT Act is 14.228 (Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii) (formerly CDBG Grant/Small Cities Program).

The APR must include a comparison of the proposed versus actual outcomes for each outcome measure included in the RHP application. The grantee must explain, if applicable, why progress was not made toward meeting goals and objectives. Required information includes, but is not limited to: the project name; activity; location; national objective; funds budgeted and expended; program income, the funding source and total amount of any non-RHP funds expended for the same activity; numbers of properties and housing units; beginning and ending dates of activities; and numbers of low- and moderate-income persons or households benefiting from the RHP activities.

The audit may be performed in conjunction with the regular independent audit of the recipient and will contain an examination of all financial aspects of the RHP program as well as a review of the procedures and documentation supporting the recipient's compliance with applicable statutes and regulations. A Final Performance Report and audit will be required prior to grant closeout.

REDD will expect participants to share their success stories with REDD. REDD requests copies of all published press articles, TV coverage, scheduled ribbon cuttings, and other events and milestones. Periodic photographs should document project stages, training, events, and successes.

19) Monitoring

REDD will monitor the project through mechanisms, including review of Annual Performance 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. Grantees are encouraged to 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.

20) Continued Affordability Period (Specific to RHP)

All RHP-assisted properties will be subject to the HOME requirements related to continued affordability as outline in the regulations for the 2013 HOME Investment Partnership Program Final Rule (HOME Final Rule - HUD Exchange). Grantee are encouraged to seek additional guidance at Section by Section Summary of the 2013 HOME Final Rule - HUD Exchange and navigate to **§ 92.252 Qualification as Affordable Housing: Rental Housing** and **§ 92.253 Tenant and Participation Protection** for the specific HOME requirements that will apply to RHP-assisted properties.

21) 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 ECFR :: 2 CFR PART 200 -- UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, 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. REDD staff may also make specific requests to review information or documentation relating to financial management of a grant.

22) SAM.gov Registration and FFATA

All applicants MUST provide a screen shot of their Unique Identifier Number (UIN), from SAM.gov | Home and confirmation the applicant is not disbarred by the Federal government, at time of application and registration status **MUST** be Active, without exclusions to be awarded a federal RHP grant. Without evidence of an **active** SAM registration, the application is ineligible to receive HUD funds, this includes RHP, and will be disqualified.

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandates specific reporting requirements for recipients of federal funds. Grants Administration is required by FFATA to submit information to the Office of Management and Budget (OMB) through an electronic Subcontract and Subaward Reporting System (Formerly FSRS) on all grant awards forty thousand dollars ($40,000) or greater.

Since REDD is required to report information as a part of FFATA for grants awarded after October 1, 2010, the SAM.gov registration will be required **prior to** submission of a RHP application. **Once obtained, the SAM.gov registration must be updated or renewed at least once a year**. REDD staff will monitor for compliance with this requirement.

23) Use of NC Licensed Professionals

While not mandatory, REDD strongly recommends the use of North Carolina licensed professionals on all projects. This includes housing inspectors, electricians, HVAC installers and repairers, plumbers, and general contractors. However, it is important to note that bids and project structures that are forty thousand dollars ($40,000) or 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.

24) Build America, Buy America Act (BABA)

The **Build America, Buy America Act (BABA)** enacted as part of the Infrastructure Investment and Jobs Act, requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subject to an approved waiver. his requirement, known as the "Buy America Preference" (BAP), is detailed in the Infrastructure Investment and Jobs Act, Pub. L. 117-58 and 2 CFR 184. Examples of RHP projects that are considered infrastructure projects, according to BABA, include:

A. Rehabilitation, maintenance, and construction of housing, and
B. Public facilities and improvements.

An article, material, or supply should only be classified into one of the following categories for an RHP project that is considered infrastructure project:

A. for iron and steel items, all manufacturing processes, from the initial melting stage through the application of coatings, must occur in the United States

B. for manufactured products, the final manufacturing process must occur in the United States and the cost of components mined, produced, or manufactured in the United States must be greater than 55 percent

C. for construction materials, all manufacturing processes must occur in the United States

The purpose of BABA is to bolster America's industrial base, protect national security, and support high-paying jobs. BABA applies to HUD's recipients of "Federal Financial Assistance" (FFA), meaning grants, cooperative agreements, direct assistance, loan guarantees, and other financial assistance, which were obligated by HUD after the relevant implementation date for BABA. This would include the RHP Program and the terms and conditions of the BABA flow down to grantees awarded through the State of North Carolina's RHP Program. These terms and conditions will be incorporated into all agreements, even if the BABA does not yet apply based on the phased implementation date.

For more information on BABA visit, Build America, Buy America Act - HUD Exchange.

25) Violence Against Women Act (VAWA)

RHP projects that includes multifamily assisted housing properties must comply with all requirements of the Violence Against Women Act (VAWA) as codified at 42 U.S.C. § 13931 et. seq. and as more particularly described in eCFR :: 24 CFR 93.356 -- VAWA requirements. This includes, but is not limited to: prohibition from discrimination in tenancy on the basis of applicant's history as a victim or threatened victim of a VAWA crime and certain lease protections. For more information on VAWA visit, Violence Against Women Act (VAWA) | HUD.gov / U.S. Department of Housing and Urban Development (HUD) and Federal Register Notice: Reauthorization of the Violence Against Women Act (VAWA 2013) - HUD Exchange.

26) Other Requirements and Attachments

Recipients will also be required to comply with any subsequent requirements issued by HUD and/or Rural Economic Development Division. 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.

APPLICATION PROCESS AND SUBMISSION REQUIREMENTS - ROUND 3

Applications will be accepted until all funds are expended. All applications must be mailed using the US Post Office or delivered by private or overnight delivery companies such as UPS, Fed Ex, etc. ***Hand-delivered applications will not be accepted***.

REDD anticipates announcing awards on May 29, 2026. Successful applicants will receive an email with an award letter attached. An original award letter will also be mailed to the Chief Elected Official. Unsuccessful candidates will not receive an announcement letter. This allows REDD to assist eligible applicants should additional funding become available.

Applications must meet the RHP Evaluation Criteria stated on **pages 7 through 10** to be designated as a fully completed application and can earn up to 100 points. Applicants are responsible for providing sufficient responses and documentation for each RHP Evaluation Criteria along with determining any additional supporting documentation needed to support the application submission.

Deliberate Misrepresentation of Information (commonly called fraud)
Applications will be reviewed based on the information and numbers given by the applicant whose Chief Elected Official has certified the correctness of the contents. ***Any determination that deliberates misrepresentation (or fraud) has occurred will result in the disqualification of the applicant and/or the rescission of a grant at any point from the award to closeout.***

Applicants must submit two (2) 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. Applications must be submitted to REDD in a **three-ring binder** organized with tabs. Application binder must clearly display the applicant's name on the binder front and spine.

Neither applicant nor any of its critical partners can appear on the Federal or State Suspension of Funds List/Debarment List.

If using the U. S. Postal Service, mail to:	If using a Courier Service, mail to:
Cynthia T. Jones, GMR NC Department of Commerce Rural Economic Development Division/ State CDBG Program 4346 Mail Service Center Raleigh, N.C. 27699-4346	Cynthia T. Jones, GMR NC Department of Commerce Rural Economic Development Division/ State CDBG Program 301 N. Wilmington Street, 4th Floor Raleigh, N.C. 27601-1058

PROGRAM CONTACT

For technical assistance please contact:

Cynthia T. Jones, Grants Management Representative
E-mail: cynthia.jones@commerce.nc.gov
Telephone: (919) 814-4710 (Office)
(984) 301-4001 (Mobile)
TDD: (800) 735-2962

REQUIRED APPLICATION FORMAT

RHP Application Content Checklist Round - 3	Tab Location
APPLICATION SUMMARY FORM – RECOVERY HOUSING PROGRAM (RHP)	
DOCUMENTATION OF SYSTEM FOR AWARD MANAGEMENT - SAM.GOV REGISTRATION ☐ Initial ☐ Annual Update (Please attach a printout of the SAM.gov Registration Information)	
EVALUATION CRITERIA: Applications must meet the RHP Evaluation Criteria stated on pages 8 through 10 to be designated as a fully completed application and can earn up to 100 points. Applicants are responsible for providing sufficient responses and documentation for each RHP Evaluation Criteria along with determining any additional supporting documentation needed to support the application submission.	
A. EXECUTIVE SUMMARY - Required	
B. STATEMENT OF NEEDS - Up to 25 points	
C. PROJECT DESCRIPTION - Up to 32 points	
D. PROJECTED OUTPUTS AND OUTCOMES - **Up to 16 points**	
E. LEVERAGABILITY - **Up to 12 points**	
F. BUDGET AND BUDGET NARRATIVE - **Up to 5 points**	
G. FEASIBILITY - **Up to 5 points**	
H. ORGANIZATIONAL CAPACITY - **Up to 5 points**	
I. REQUIRED FORMS - **Recommended Attachments and Supporting Documentation**	
ADOPTED RESOLUTION	
ADOPTED CITIZEN PARTICIPATION PLAN	
CONFLICT OF INTEREST CHECKLIST	
FEDERAL REQUIREMENTS: ☐ **A.** FEDERAL CERTIFICATIONS ☐ **B.** DISCLOSURE REPORT FOR APPLICANTS REQUESTING $200,000 OR MORE. (NOTE: Not required for applicants requesting less than $200,000 in RHP funds and not using other Federal assistance.)	
DISCLOSURE REPORT	
STATE RHP PROGRAM REGUIREMENTS: ☐ **A.** REGULATIONS SIGNED AND DATED BY AUTHORIZED OFFICIAL ☐ **B.** DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS SIGNED AND DATED BY CHIEF ELECTED OFFICIAL	
CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS	

FLOOD PLAIN CERTIFICATION: Submit a letter or statement on the local government's letterhead stating the relationship of the site to designated flood zones. Recipients must provide REDD a certification signed by the Chief Elected Official stating that the project area is not in a floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance prior to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.	
ACTIVITIES IMPLEMENTATION SCHEDULE FORM (2 originals — one per application)	
SOURCES AND USE OF FUNDS	
PROJECT BUDGETS	
DRAWDOWN OF RHP FUNDS PLAN	
RECOVERY HOUSING PROGRAM: LOW AND MODERATE BENEFIT	
DRGR: RHP ACCOMPLISHMENTS & BENEFICIARIES FORM	
FOUR REQUIRED MAPS: 1. **Site Location Map** must show the applicant's jurisdiction. Major highways and roads must be shown drawn to scale. The applicant must label the map, include a legend, and place a boundary line around areas of minority concentrations and of low-and-moderate income families. 2. ☐ **Project Map** must include the location of all project activities. It must also show all units bordering the project area whether they are part of the project activities. Commercial units such as shopping centers must also be labeled. Mark all existing and proposed public infrastructure on one map to indicate the relationship of public infrastructure to units to be constructed. **The map must be to scale and include a legend**. 3. ☐ **Overdose Map** must include a county-level map illustrating the relationship between community and population demographics and fatal drug overdoses—including opioids. As potential guidance in developing the overdose map refer to Overdose Mapping Tool (norc.org) and Using the Overdose Mapping Tool - Rural Community Toolbox. 4. **Low-Moderate Income Plan** must illustrate the distribution/concentration of low-moderate income persons in the jurisdiction.	
LETTERS OF COMMITMENT, CONDITIONAL COMMITMENT, AND EVIDENCE OF FUNDING APPLICATION from all other (i.e., non-RHP) sources of funds and/or resources.	
CAPACITY, EXPERIENCE, AND ORGANIZATIONAL STRUCTURE ☐ 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 ☐ Organizational Chart Identifying the Reporting Relationship and/or Interaction Among Key Players for the Proposed Project ☐ Chart of Previous CDBG or other federal or state experience relevant to the proposed project. List project name, CDBG or other federal or state funding amount, program category, and brief description.	

EVIDENCE OF THE FIRST OF TWO REQUIRED PUBLIC HEARINGS. Provide copies of the posted Public Hearing Notices, Certified Meeting Minutes for both Public Hearings, the Publisher's Affidavits with the application for the first and second public hearings. (If for any reason the ***second*** publisher's affidavit is not available when the application is submitted, please explain in the application and REDD will require it as part of the funding conditions if the project is selected for funding.) Please refer to page 10 for additional guidance.	
APPRAISALS are required for all RHP acquisition	
PHOTOGRAPHS TO DOCUMENT EXISTING CONDITIONS	
PLAN TO MINIMIZE RESIDENTIAL DISPLACEMENT AND TO PROVIDE RELOCATION ASSISTANCE TO DISPLACED CITIZENS IN A TIMELY MANNER	
ALL HOUSING AND PUBLIC FACILITY REHABILITATION PROJECTS MUST PROVIDE THE FOLLOWING BELOW: ☐ Cost Estimates ☐ Site Photographs	
ALL PROJECTS WITH NEW CONSTRUCTION REGARDLESS OF FUNDING STREAM AND SUBSTANTIAL REHABILITATION MUST PROVIDE THE FOLLOWING BELOW: ☐ 10-Year Minimum Operating Pro forma ☐ Cost Estimates ☐ Site and Architectural Plans: Attach one copy each of site and architectural plans for the proposed project. Identify any unit features designed to serve populations with special housing needs (e.g., persons with SUD, disabilities, the elderly, large families, etc.) ☐ Architectural Renderings ☐ Site Photographs	

APPLICATION SUMMARY FORM – Recovery Housing Program (RHP)

1. Applicant's Name		2. Number
a. Mailing Address		
b. City and Zip Code		□ Original
c. County		dated: ___/____/_____
d. Contact Person		
e. Telephone Number		□ Amendment
f. E-mail Address		
g. UEI Number		
h. NC Senate District		
i. NC House District		
2. Preparer's Name		e. Telephone Number
a. Firm's Name		
b. Mailing Address		
c. City and Zip Code		
d. E-mail Address		
3. Developer's Name		e. Telephone Number
a. Mailing Address		
b. City and Zip Code		
4. Development Name		
a. Street Address		
b. City and Zip Code		
c. Ownership Entity		

6. Program Category	7. Project Number	8. Project Name	9. RHP Funds Requested
RHP	1		$

10. Certification by the Chief Elected Official

a) I certify that to the best of my knowledge and belief:

1. Data in this application is true and correct,
2. Opportunities have been provided for citizen participation and access to information concerning the proposed activities,
3. This document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached certifications and state standards if the assistance is approved.

b) I acknowledge that, if funded, this application is part of the Grant Agreement.

a. Typed Name and E-mail Address of Chief Elected Official ➢	
b. Typed Title ➢	
c. Signature ➢	
d. Typed Date ➢	

Date Received:	For REDD Use Only Application Number:	

CITIZEN PARTICIPATION PLAN

This plan describes how the *Unit of Local Government (ULG) Name* will involve citizens in the planning, implementation, and assessment of the Recovery Housing Program (RHP). The funds must be used for projects which support individuals in recovery onto a path to self-sufficiency. By providing stable housing to support recovery, RHP aims to support efforts for independent living. The assistance is limited, per individual, to a period of not more than 2 years or until the individual secures permanent housing, whichever is earlier. The *Unit of Local Government (ULG) Name*'s RHP program will prioritize the selection of beneficiaries with the greatest needs and will deliver effective assistance in a timely manner. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the RHP program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the *Type of ULG.* The *Type of ULG* will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the *Type of ULG* and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance throughout the program year. Comments should be submitted in writing to *Name of ULG Representative. He or She* will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to *The ULG Chief Elected Official. He or She* shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814- 4663.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations, nonprofits, other unit of general local government, and groups supporting individuals in recovery from a substance use disorder (SUD) or target area residents living with SUD upon request to *Unit of Local Government (ULG) Name*. Such assistance will support citizen efforts to develop proposals, define policy, and organize for the implementation of the program. It is expected that such assistance will be provided directly to the *Type of ULG* in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

The *Unit of Local Government (ULG) Name* will also undertake public information efforts to promote citizen participation. These efforts will include the following:

(1) Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.

(2) Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of RHP funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.

(3) A Public File containing program documentation will be available for review at the *ULG Office* during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan (CPP) and the Annual Performance Report (APR). Other program documents are also available for citizen review on request at the *ULG Office* consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.

(4) Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

Adopted this the ___ day of _____, 20___ in _____, North Carolina.

_____	_____
ULG Chief Elected Official	*ULG Authorized Signor*
Town/City/County _____	*Town/City/County* _____

SAMPLE RESOLUTION TEMPLATE

RESOLUTION

RESOLUTION FOR THE TOWN/CITY/COUNTY OF _____ APPLICATION FOR RECOVERY HOUSING PROGARM FUNDING FOR THE _____ PROJECT

WHEREAS, the _____'s Board of Aldermen/Commissioners/Council has previously indicated its desire to assist in community development efforts for housing within the Town/City/County; and,

WHEREAS, the Board/Commissioners/Council will hold two public hearings prior to the issuance of a REDD contract concerning the proposed application for Recovery Housing Program funding to benefit (_____); and,

WHEREAS, the Board/Commissioners/Council wishes the (Town/City/County) to pursue a formal application for Recovery Housing Program funding to benefit (_____); and will invest monies in the amount of ([insert] % cash match amount) into the project as committed to in the application.

WHEREAS, the Board/Commissioners/Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Recovery Housing Program,

NOW, THEREFORE BE IT RESOLVED, by the (Town/City/County's) Board of Aldermen/Commissioners/Council that the (Town/City/County of) is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Recovery Housing Program Grant to benefit (_____).

Adopted this the ___ day of _____, 20___ in _____, North Carolina.

_____

Mayor/Chair

ATTEST:

_____

Clerk to the Board

CONFLICT OF INTEREST CHECKLIST

To assist applicants with determining if a potential conflict of interest exists, as defined in 24 CFR Part 570.489 (h), please provide responses to the following questions. For any "yes" response, refer to Bulletin 10-8 for next steps.

1. Does any person involved with this potential RHP project have family or business ties with any of the local government elected officials or local government staff?

   ☐ **Yes** ☐ **No**

2. Has any person involved with this potential RHP project requested or received an opinion about a potential conflict of interest from an attorney or from the North Carolina Ethics Commission?

   ☐ **Yes** ☐ **No**

3. Does any person involved with this potential RHP project have an ownership interest in an entity that is directly affected by activities proposed in the application?

   ☐ **Yes** ☐ **No**

4. Will any person involved with this potential RHP project derive any income or commission as a direct result of the action taken by the local government elected board or its staff?

   ☐ **Yes** ☐ **No**

Name of Chief Elected Official: _____

Title: _____

Signature: _____

Date: _____

FEDERAL REQUIREMENTS AND CERTIFICATIONS

The applicant hereby assures and certifies that:

a) It will comply with all applicable federal and state laws, regulations, rules, and Executive Orders.

b) It possesses legal authority to apply for the grant, and to execute the proposed program.

c) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the identified as the official representative of the applicant to act about the application and to provide such additional information as may be required.

d) It is following a detailed, written citizen participation plan which will provide opportunities for citizen participation, hearings, and access to information with respect to its community development program that are comparable to those required of grantees under Section 104(a) of the Act and in accordance with Rule .1002 of the North Carolina Community Development Block Grant Administrative Rules. Also, each unit of general local government receiving RHP assistance from Rural Economic Development Division must comply with the citizen participation requirements of 24 CFR 570.486(a)(1) through (a)(7) for proposed and actual uses of RHP funding (except as provided in *Federal Register* notices providing waivers and alternative requirements for the use of RHP funds).

e) Its chief elected official or other officer of the applicant if assistance is approved by Rural Economic Development Division:

    1) Consents to assume the status of the "Responsible Federal Official" as that term is used in Section 102 of the National Environmental Policy Act (NEPA), Section 104(f) of Title 1 of the Housing and Community Development Act of 1974, as amended, and other provisions of Federal law, as specified in 24 CFR 58.5 which further the purposes of NEPA.

    2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.

    3) Consents to review and comment on all Environmental Impact Statements prepared for Federal projects which may have an impact on the applicant's/recipient's community development program.

    4) Consents to perform all coordination functions required under 24 CFR Part 58 and 40 CFR Parts 1500-1508.

f) Certifies that it is complying with each of the following criteria:

    1) Funds will be used solely for allowable activities to provide individuals in recovery from a substance use disorder stable, temporary housing for a period of not more than 2 years or until the individual secures permanent housing, whichever is earlier;

    2) With respect to activities expected to be assisted with RHP funds, submitted application has been developed so as to give the maximum feasible priority to activities that will benefit low- and moderate-income individuals and families;

    3) The aggregate use of RHP funds shall principally benefit low- and moderate-income families in a manner that ensures the grant amount is expended for activities that benefit such persons; and

    4) Will not attempt to recover any capital costs of public improvements assisted with RHP grant funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

a) RHP grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than RHP; or

b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to Commerce that it lacks sufficient RHP funds (in any form, including program income) to comply with the requirements of clause (a).

g) Its program will be conducted and administered in conformity with Public Law 88-352 and Public Law 90-284, and that it will affirmatively further fair housing.

h) It will comply with all provisions of 4 NCAC 19L of the North Carolina Administrative Code, entitled North Carolina Community Development Block Grant Program.

i) Certifies that it has adopted and is enforcing the following policies, and, in addition, must certify that it will require local governments that receive grant funds to certify that they have adopted and are enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and (2) a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

j) Certifies that the grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

k) Certifies that it (and any subrecipient or administering entity) currently has or will develop and maintain the capacity to carry out RHP eligible activities in a timely manner and that the grantee has reviewed the requirements of the grant.

l) It will give Commerce, HUD, and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

m) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

n) It will follow a residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the RHP program. The grantee certifies that it will comply with the residential anti-displacement and relocation assistance plan, relocation assistance, and one-for-one replacement housing requirements of section 104(d) of the Housing and Community Development Act of 1974, as amended (42 USC § 5304(d)) and implementing regulations at 24 CFR part 42, as applicable, except where waivers or alternative requirements are provided.

o) It will not attempt to recover any capital costs of public improvements assisted in whole or part under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged to assessment made as a condition of obtaining access to such public improvements, unless

(i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to

the Secretary or such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).

p) It has or will develop a plan that identifies community development and housing needs, including the needs of individuals living with and/or recovering from SUD, and the activities to be undertaken to meet such needs.

q) Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.

r) When issuing statements, press releases, requests for proposals, bid solicitation and other documents describing the above-mentioned program such as the environmental review, public hearings, fair housing notices, etc., it shall clearly state:

    1) The percentage of the total cost of the project which will be financed with RHP money, and

    2) The dollar amount of CDBG funds for the project.

s) Will assure the following:

    1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

    2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

    3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

t) It has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act).

u) All project areas are either not in a floodplain, or if the project area is in a floodplain, the applicant participates in the flood insurance program. All properties assisted in the project will be covered for flood insurance prior to beginning construction, and all public facilities will be constructed to comply with applicable floodplain regulations.

v) Certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

w) Certifies that it will comply with applicable laws.

CERTIFICATION OF ABILITY

The Town/City/County of _____ hereby certifies its ability to meet Federal Performance and Procurement Requirements with Certification as further expanded in the preceding attachments.

Name of Chief Elected Official: _____

Title: _____

Signature: _____

Date: _____

DISCLOSURE REPORT INSTRUCTIONS

Who should complete the report:

All applicants who expect to receive an aggregate amount of covered federal assistance for a project or activity that exceeds $200,000 are required to make certain disclosures. State RHP funds are covered by the requirement, as are most other programs where funds are administered by or passed through the U.S. Department of Housing and Urba **Section** n Development. Therefore, all applicants of more than $200,000 in State RHP funds, including anticipated program income, should complete the report. In addition, any applicants to a State grantee for a subgrant should complete the report if more than $200,000 in covered assistance is or can reasonably be anticipated. The requirement addresses the aggregate amount of assistance. Therefore, if the applicant anticipates less than $200,000 in RHP assistance but, intends to combine the funds with enough other covered assistance (such as Section 8 project-based Housing Assistance Payments) to exceed $200,000 in total assistance, the applicant must make the disclosures. Any applicant/recipient who is required to complete a disclosure report for another agency in conjunction with a project assisted with State RHP funds may submit a copy of that disclosure report to the Rural Economic Development Division rather than completing a separate report.

Recipients who have previously filed disclosure reports must file update reports if the information in the original report changes either because of later developments subject to disclosure, or because of changes in the amount of government assistance, the sources of funds, or the uses of funds equal to the lower of $250,000 or 10 percent of the applicable base (usually total project costs), or because of an increase in the financial interest of a person equal to the lower of $50,000 or 10 percent of such interest.

Detailed Instructions:

1. Enter the name, address, and telephone number, including area code, of the applicant or recipient.
2. Indicate whether the report is an initial report or an update report.
3. Enter the Social Security Number or the Employer Identification Number of the applicant or recipient.
4. Enter the project name and indicate the location as detailed and specific as possible. In the case of update reports, give the CDBG grant number.
5. Enter the total amount of assistance being requested as stated in the application, including anticipated program income. In the case of update reports, enter the total amount of assistance provided per the funding approval and anticipated program income.
6. Indicate whether other government assistance is being provided, or can reasonably be expected to be provided, for the project. Other government assistance includes any loan, grant, guarantee, insurance payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is being sought.

   If other government assistance is provided, or expected to be provided for the project, all such assistance must be disclosed on attachments incorporated into the report. The disclosures should list the granting agency, the program and type of assistance (e.g., grant, loan, guarantee), and the amount expected to be made available.

   Disclosures need only be made once, so that if this information is given in the Sources and Uses attachments, this may be indicated by checking the appropriate blank under “6. Other Government Assistance” on the Attachments page of the report.

7. Indicate whether there are persons with a reportable financial interest in the project. "Person" means an individual, corporation or business, unit of general local government or other governmental entity or agency or any other organization or group of people. A reportable financial interest is any financial involvement in the project including equity interest, shares in any profit on resale or distribution of cash or other assets, or receipt of compensation for goods or services provided in connection with the project or activities, which can be expected to exceed the lower of $50,000 or 10 percent of the assistance sought. Compensation for performance of a contract procured under Federal procurement regulations is not, by itself, a covered financial interest. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

   If there are parties with a reportable financial interest, the name and pecuniary interest of the parties must be disclosed in referenced attachments. If the party is an entity such as a unit of government or a corporation, the disclosure must include an identification of each officer, director, and/or principal stockholder. The pecuniary interest disclosure must include the type of participation (such as owner, contractor, investor) and the amount of the financial interest expressed both as a dollar amount and as a percentage of the amount of assistance involved.

8. Reference the statement or statements attached to the report showing the sources and uses of the funds available for, or expected to be available for, the project. Disclosure must be made of the gross amount of funds from all sources, including both governmental and non-governmental sources of funds and private capital resulting from tax benefits. For most projects, the financial forms in the appropriate guidelines will be adequate to document sources and uses. Please note, however, that if the "Other Government Assistance" disclosure section references the Sources and Uses Disclosures, then these Disclosures must identify the program and type of assistance.

9. Certification: The signatory certifies that all information in the report is complete and accurate. That is, except as disclosed in the report and attachments, there is no other government assistance, no other interested parties, and no other sources and uses of funds.

DISCLOSURE REPORT

1. **Applicant/Recipient Name, Address, and Phone:** _____
   _____
   _____

2. **Check One:** ☐ Initial Report ☐ Update Report
3. **Social Security Number or Employer ID Number:** _____
4. **Project Name and Location:** _____
5. **Total Amount Requested/Received** (including anticipated program income):

   $ _____

6. **Other Government Assistance.** (Check One):

   _____ No other government assistance is, or is expected to be, provided for this project.

   _____ All other government assistance provided for this project is listed on the table below/attached page(s).

   (Note: Disclosures must be complete and accurate but, need to be made only once for this report. If assistance is reported in the Sources and Uses disclosure section, then it need not also be reported here. If there is assistance reportable here, but reported only in the Sources and Uses disclosure, (check here):

   _____ Assistance is disclosed in Sources and Uses Attachments

Agency Name and Address	Program and Type of Assistance	Amount Requested/Received

7. **Interested Parties.** (Check One):

   _____ No parties have a reportable financial interest in this project. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than $50,000 or 10 percent of the assistance (whichever is lower; being a party to a contract procured under Federal procurement regulations at 2 CFR Part 200 does not, by itself, constitute a reportable financial interest).

   _____ All parties with a reportable financial interest are listed on table below/attached page(s).

Name and Address	Type of Participation	Interest ($ and %)

8. All expected sources of funds available or expected to be available for the project or activity and all reportable uses of funds are included in the application for funds and on the following forms (check all that apply):

   ☐ RHP **PROJECT BUDGET**

   ☐ RHP **LOCAL COMMITMENT FORM**

   ☐ Other Attachment(s). Describe: _____

9. **Certification:**

I hereby certify that all information in this report and its attachments is true and complete.

_____ _____

Signature **Date**

STATE RHP PROGRAM REGULATIONS

Citizen Participation

If funded, the grantee will have documentation on file of compliance with citizen participation requirements in the application process 4 NCAC 19L. 1002 (b): publisher's affidavits of notices and minutes signed by the town or county clerk of the two required public hearings.

Project Administration

- The grantee is responsible for RHP oversight. If funded, the grantee will supervise the implementation of the project as follows:
- The local government manager reviews and signs off on all project reports.
- The project administrator or local government staff will present and give at least quarterly written status reports to the elected board. A signed copy of the quarterly report must be submitted to the grant representative for review.
- At least two persons from the local government listed on the signatory cards will review and sign off on invoices and requests for payment.
- Maintain all project files at the local government offices and make them available to citizens during regular business hours.

Audits/Compliance

RHP grantees expending $25,000 or more in a fiscal year are required to have funds audited for the RHP program. RHP funds can be used to pay for the RHP portion of the audit provided the grantee has expended $750,000 or more in the fiscal year in total federal awards (RHP, CDBG, and other federal funds). 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 RHP application to pay for the RHP portion of the audit and claim the local administrative funds as local commitment.

Housing

☐ **Substantial Rehabilitation:** Any rehabilitation cost above $72,000 per unit or $70 per square foot which would include the Lead Based Paint cost and any other additional funds is considered substantial rehabilitation and requires the prior approval of REDD.

☐ **Manufactured Homes Policy:** Manufactured homes rehabilitated with RHP funds must be converted into real property (per G.S. 105-273 paragraph 13) that is owned and occupied by the homeowner prior to any rehabilitation.

The RHP assistance must be secured by a Note and Deed of Trust at the time of rehabilitation. The maximum amount that may be spent rehabilitating a manufactured home is $20,000. No RHP funds may be spent to rehabilitate any manufactured home built prior to 1978.

In addition, the grantee will adhere to the following:

1. Adopt a financial design for rehabilitation that meets the minimum REDD criteria. The financial design must be submitted to REDD for review.
2. Prior to rehabilitating a house with a pit privy/outhouse or no wastewater disposal system, if public sewer is unavailable, contact the local health department for a determination whether the property can be permitted for an on-site wastewater system. If not, the family should be relocated.

3. Clear titles as required in the application.
4. Work with the State Health Hazard Control Unit and local government departments to comply with federal and state lead-based paint requirements. In addition, ensuring rehabilitation design will address lead-based paint hazards.
5. Voluntary withdrawal from the program, document with evidence on file.
6. Establish and implement a home maintenance program to instruct occupants of rehabilitated houses, including (1) maintenance of any on-site wastewater systems and/or wells or (2) maintenance of newly installed indoor plumbing.
7. Install water saving devices in houses with on-site septic tanks. If facets need to be replaced install a water saving device. See Bulletin 02-5, Low Flow Plumbing Fixtures
8. If undertaking voluntary clearance, document with evidence on file that property owners are aware of and agree to voluntary clearance.
9. If undertaking rehabilitation, acquisition and/or clearance of dwellings, comply with state notification, certification, and disposal requirements for asbestos.
10. If acquiring property with a dwelling, maintain a plan for residential reuse of the residential property.
11. If undertaking temporary or permanent relocation, budget adequate funds based on the costs of housing in the area.
12. If abandoning outhouses or septic tanks, budget adequate funds to cover related costs in accordance with state and local health department regulations.
13. Establish a written recipient referral procedure to address non-RHP needs (i.e., social services, credit counseling, employment etc.)
14. Low and moderate beneficiaries may not be charged for tap fees or assessments for water or sewer improvements.
15. All items rehabilitated, if required under the building code, must be permitted, and inspected.
16. Procurement and bid request for rehabilitation should include a section that describes the estimated man hours expended on the project. It should include both administration and labor.

Housing

When using RHP funds for housing activities**,** if funded, grantee will adhere to the following:

Comply with the new Lead-Based Paint regulations 24 CFR Part 35, the Lead-Based Paint Poisoning Prevention Act and the "Lead-Based Paint Hazard Reduction Guidelines for North Carolina Small Cities Community Development Block Grant Recipients" published by Rural Economic Development Division.

Program Income

If the local government makes a loan to the developer, a plan for reuse of program income will be developed and subject to REDD approval.

LEGALLY BINDING COMMITMENT (LBC)

The local government will develop and execute an LBC with the non-profit or for-profit developer subject to REDD requirements.

Build America, Buy America (BABA)

The **Build America, Buy America Act (BABA)** enacted as part of the Infrastructure Investment and Jobs Act, established a domestic content procurement preference for all Federal financial assistance obligated

for some infrastructure, public facility, and housing projects. **BABA applies to the infrastructure, public facility, and housing projects that:**

- Include post FY2023 CDBG-NR funds **and**
- Contain iron or steel **and**
- Receive a total of CDBG and federal financial assistance **greater than $250,000.**

All iron, steel, manufactured products, and construction materials used in covered infrastructure projects must be produced in the United States. This applies to all expenditures by a federal agency such as HUD to a non-federal entity (State of North Carolina) for an infrastructure, public facility, or project including construction, alteration, maintenance, or repair.

For housing rehabilitation projects, if an individual home receives $250,000 or less in CDBG loans or grants and separate environmental reviews for each home BABA does not apply. If all homes in a program are included in a single environmental review, BABA does apply. The latter is the typical scenario in the CDBG Neighborhood Revitalization (CDBG-NR) program.

The HUD covered construction materials groups include all raw materials used in construction including:

- **Iron and Steel:** Includes materials that are primarily composed of iron or steel.
- **Identified Non-Iron and Steel Construction Materials:** Includes metals other than iron and steel (non-ferrous metals), plastic and polymer-based PCV pipe and tube (e.g., PVC pipe), lumber, and composite building materials. Does not include cement and aggregates (stone, sand, gravel).
- **Other Construction Materials:** Include glass, drywall, and other construction materials.
- **Manufactured Products:** A definition is forthcoming pending a proposed Office of Management and Budget (OMB) rulemaking.

BABA requirements flow with all CDBG funding. Local governments (grant recipients) and contractors **must comply**.

Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) Reauthorization Act of 2022, which became effective October 1, 2022, includes a new requirement for Grantees (Grant Subrecipients) to support an individual's, including survivor's, right to seek law enforcement or emergency assistance. CDBG grants awarded on or after the effective date will be required to:

- "Report any of their laws or policies, or, as applicable, the laws or policies adopted by subgrantees, that impose penalties on landlords, homeowners, tenants, residents, occupants, guests, or housing applicants based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a property; and
- Certify that the grantee will comply with the VAWA requirements**.**

The applicant hereby assures and certifies that by his/her signature, its duly authorized official has read and understands the State CDBG Program Standards and, if funded, will adhere to all standards applicable to the funded project.

Name of Chief Elected Official: _____

Title: _____

Signature: _____

Date: _____

DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS

The Town/City/County of _____ hereby assures and certifies that there are no open, unresolved, or pending Civil Rights Lawsuits against the participating local governments in this Recovery Housing Program ***(RHP)***.

Name of Chief Elected Official: _____

Title: _____

Signature: _____

Date: _____

INSTRUCTIONS FOR DEBARMENT CERTIFICATIONS

1. By signing and submitting this form, the prospective participant is providing the certification set out on the "Certification Regarding Debarment, Suspension and Other Responsibility Matters" in accordance with these instructions.

2. Consequences of False Certification - The certification is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. Errors in Certifying. - The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if, at any time, the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.

4. Definitions and Further Guidance - The terms "covered transaction," "debarred," "suspended," "ineligible," lower tier covered transaction," "participant," "person," "primary covered transaction,"" principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or you may refer to the *Federal Register*, Vol. 70, No. 168, pages 51863 –51880.

5. Certification Extends to Subcontractors - The prospective participant agrees by submitting this form that, should the proposed covered transaction be entered, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. Certification Included in Subcontracts - The prospective participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. Reliance on Certification - A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transition, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Consequences for Use of Ineligible Sub grantees - Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited on pages 25 through 27. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Government wide Debarment and Suspension (Non-procurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Rural Economic Development Division determines to award the covered transaction, grant or cooperative agreement. As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
    a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
    b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property:
    c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2) Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee	**Grant Number and Project Name**
Printed Name and Title of Authorized Representative	
Signature	**Date**

SAMPLE: Implementation Schedule

ACTIVITIES IMPLEMENTATION SCHEDULE -SAMPLE	**Name of Applicant:**

Month 1 begins as of the date of REDD Director's signature on the Grant Agreement and Funding Approval.

List activities to be implemented and put a "X" in the columns for the beginning and ending months and connect with a straight line. Activities should correspond to those on the Budget.

Activities	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
1. Grant Agreement/ Funding Approval	X														
2. Environmental Review	X	X													
3. Clearing conditions	X	__	X												
4. Public Water				X	__	__	__	__	__	__	__	X			
5. Public Sewer				X	__	__	__	__	__	__	__	__	X		
6. New Construction															
8. Closeout of Grant															X

ACTIVITES IMPLEMENTATION SCHEDULE	Name of Applicant:

Month 1 begins as of the date of REDD Director's signature on the Grant Agreement and Funding Approval.

List RHP and non-RHP activities to be implemented for RHP-I project and put an "X" in the columns for the beginning and ending months and connect with a straight line. RHP Activities should correspond to those on the Budget and other packet forms. Add other activities as needed in the order they occur in the planning and development of the distribution of the RHP project.

	Months																												
ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1. Grant Agreement / Funding Approval																														
2. Environmental Review																														
3. Clearing conditions																														
4.																														
5.																														
6.																														
7.																														
8.																														
9.																														
10.																														
11.																														
12.																														
13.																														
14. Closeout of Grant																														

INSTRUCTIONS FOR UTILIZING THE TWO MICROSOFT EXCEL SPREADSHEETS FOR SOURCES AND USES OF FUNDS AND PROJECT BUDGET

Pages 48 and 49 contain embedded Microsoft Excel Spreadsheets for Sources and Uses of Funds and Project Budget, respectively, for applicants to complete.

To activate and open either of the embedded spreadsheets, double click anywhere on the embedded spreadsheet. This will open the spreadsheet for editing (but not in Excel – it will be a framed spreadsheet within Word). At this point, the spreadsheet is activated and will allow for information and data to be inputted. Once all information and data have been inputted, click outside of the spreadsheet to close it.

Please ensure the spreadsheet is positioned in its original display showing the entire spreadsheet with the information and data input.

Name of Applicant:

SOURCES AND USES OF FUNDS - RECOVERY HOUSING PROGRAM

RHP Activity/Eligible Use	Sources				
	RHP Source of Funds	Local Gov't Source of Funds	Other Source of Funds #1	Other Source of Funds #2	9. Total Project Costs
A. Public Facilities and Improvement					
B. Acquisition of Real Property					
B1. Land					
B2. Building(s)					
C. Rehabilitation and Reconstruction of Single-Unit					
D. Rehabilitation and Reconstruction of Multi-Unit					
E. Disposition of Real Property					
F. Clearance and Demolition					
G. Relocation					
H. Expansion of Existing Eligible Activities to Include New					
I. Other *(specify)* :					
J. Planning *(Included in 10% Cap minus Administration not to*					
K. Administration *(10% cap of total Grant Amount Awarded)*					
TOTAL	$ -	$ -	$ -	$ -	$ -

Name of Applicant:

PROJECT BUDGET - RECOVERY HOUSING PROGRAM

1.	RHP Grant Amount Requested:					
2.	Other Funds (List here):					
3.	Total Project Resources:					$ -

4. RHP Activity/Eligible Use	5. # of RHP Units To Be Served	6. # of LMC Persons To Be Served	7. RHP Costs	8. Other Costs)	9. Total Project Costs (Columns 7+8)
A. Public Facilities and Improvement					$ -
B. Acquisition of Real Property					$ -
B1. Land					$ -
B2. Building(s)					$ -
C. Rehabilitation and Reconstruction of Single-Unit Residential					$ -
D. Rehabilitation and Reconstruction of Multi-Unit Residential					$ -
E. Disposition of Real Property					$ -
F. Clearance and Demolition					$ -
G. Relocation					$ -
H. Expansion of Existing Eligible Activities to Include New					$ -
I. Other *(specify)* :					$ -
SUBTOTAL	0	0	$ -	$ -	$ -
J. Planning *(Included in 10% Cap minus Administration not to exceed $3,500)*					$ -
K. Administration *(10% cap of total Grant Amount Awarded)*					$ -
TOTAL	0	0	$ -	$ -	$ -

DRAWDOWN OFRHP FUNDS PLAN

REDD encourages grantees to draw down ***RHP*** funds monthly. This question is designed to identify any known gaps in drawdown. Please include and clearly identify the use of RHP funds and the timeline for drawing down the funds. **Also, please state whether the applicant (i.e., the local unit of government will use the Reimbursement or Advance (3-day rule applies) method of payment**.

Recovery Housing Program: Low and Moderate Benefit		Name of Applicant:								
1. Activities		2. Total # of Persons Benefiting	3. # of Low-Income Persons Benefiting	4. % of Low-Income Persons Benefiting	5. Moderate-Income Persons Benefiting	6. % of Moderate-Income Persons Benefiting	7. CDBG Cost	8. CDBG Funds to Benefit Low	9. CDBG Funds to Benefit Moderate Income Persons	10. Funds to Benefit Low- & Moderate Income Persons
A.	Public Facilities and Improvement									
B.	Acquisition of Real Property									
	B1. Land									
	B2. Building(s)									
C.	Rehabilitation and Reconstruction of Single-Unit Residential									
D.	Rehabilitation and Reconstruction of Multi-Unit Residential									
E.	Disposition of Real Property									
F.	Clearance and Demolition									
G.	Relocation									
H.	Expansion of Existing Eligible Activities to Include New Construction									
I.	Other (specify):									
TOTAL							$	$	$	$
		PROJECT INDIVIDUAL BENEFIT Column 10, Row k ( ) Column 7, Row k ( )			X 100 =					

INSTRUCTIONS FOR DRGR: RHPCCOMPLISHMENTS & BENEFICIARIES & FORM

Please utilize this information for completing the **DRGR: RHP ACCOMPLISHMENTS & BENEFICIARIES FORM**. At time of application the information provided will be the ***proposed*** Accomplishments and Beneficiaries information for all RHP grants. We DO NOT need a form for Planning and Administration.

RHP Activity Codes and Eligible Activity	
Activity Code	**RHP Eligible Activity**
A.	**Public Facilities and Improvement**
	Acquisition of Real Property
B1.	**Land**
B2.	**Building(s)**
C.	**Rehabilitation and Reconstruction of Single-Unit Residential**
D.	**Rehabilitation and Reconstruction of Multi-Unit Residential**
E.	**Disposition of Real Property**
F.	**Clearance and Demolition**
G..	**Relocation**
H.	**Expansion of Existing Eligible Activities to Include New Construction**
I.	**Other (specify):**

DRGR: RHP ACCOMPLISHMENTS & BENEFICIARIES FORM					
Applicant:			**Appalachian Region Project:**	☐ **Yes**	☐ **No**
Project Name:			**Budgeted $:**		
RHP Activity:			**Expended $:**		
Activity Code:		**NC Senate District:**		**NC House District:**	

Complete a separate form for each activity	*Sheet*		*Of*		*Sheets*

General Information	**Proposed** *(For Entire Grant)*
Total Jobs	
Linear Feet	
Square Feet	
Properties	
Households Benefiting	
Rental Units	
One to One Replacement	
Displacements	
594 accessible units	
Number of Beneficiaries with SUD	
Elderly	
Female-Head of Household	
Units	
Single-Unit Rental Housing	
Multi-Unit Rental Housing	
Energy Star Products	
Energy Star Homes	
Census Data *(http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhml)*	**Proposed** *(For Entire Grant)*
County Code	
Census Tract	
Block Groups	
Block Groups	
Census Tract	
Block Groups	
Block Groups	
Income Levels	**Proposed** *(For Entire Grant)*
Please Select One: ☐ **Households** ☐ **Persons**	
Extremely Low	
Low	
Moderate	
Non-Low/Moderate	
Total	

Race Code Please Select One: ☐ Households ☐ Persons	Proposed *(For Entire Grant)*	
Renter	Total	Hispanic
11. White		
12. Black/African American		
13. Asian		
14. American Indian/Alaskan Native		
15. Native Hawaii/Other Pacific Islander		
16. American Indian/Alaskan Native & White		
17. Asian & White		
18. Black/African American &White		
19. Amer. Indian/Alaskan Native & Black/African Amer.		
20. Other multi-racial		
Brief Activity Narrative (Required):		