



**North Carolina Department of Commerce
Rural Economic Development Division
CDBG Program**

**2014-2015 Commerce Fellows
Building Community through Capacity and Knowledge**

PROGRAM STATEMENT

The **Commerce Fellows / *Building Community through Capacity and Knowledge*** is offered through funding available from the U.S. Housing and Urban Development Community Development Block Grant (CDBG) funding program. CDBG funds are available to assist local governments with projects that enhance the vitality of communities by providing decent housing and suitable living environments and expanding economic opportunities. These grants primarily serve persons of low- and moderate- incomes. All CDBG-funded activities must meet one of the three national objectives of the program: 1) benefiting low-and moderate-income persons, 2) preventing or eliminating blight, or 3) meeting other community development needs having a particular urgency. Grantees must be prepared to carryout activities as a result of the **Commerce Fellows** program that will benefit low- and moderate-income (LMI) individuals and families.

The State recognizes that strong leadership at the local level can enhance the opportunities available to LMI people and the **Commerce Fellows** program has a special emphasis in that area. As a result, the State, as a part of its consolidated planning process, identified the expansion of its partnership with North Carolina universities to expand the capacity building program. The **Commerce Fellows / *Building Community through Capacity and Knowledge*** program is a collaboration among the NC Department of Commerce Rural Economic Development Division CDBG program, Appalachian State University (ASU), East Carolina University (ESU) and UNC-Chapel Hill School of Government (UNC SOG). The Department of Commerce will offer grants to local governments to enable local governments to engage in high-quality professional development and training with an eye toward improving opportunities for LMI individuals. These grants are designed to facilitate capacity-building and professional development for local governments and will enable local administrators to participate in professional development courses/seminars at one of the above-named Universities.

Community development is a strong focus of the **Commerce Fellows** program. While each University will structure their own course offerings for this grant program, all programs will offer content on grant writing and administration, budget and finance, planning and economic development. There will be special emphasis on CDBG grant writing and administration. Grantees will be required in a final product due at the end of the grant term,

The Commerce Fellows partnership will provide holistic community development training opportunities for local government administrators. **Local governments may select to participate in one program at either Appalachian State University, East Carolina University, or UNC-Chapel Hill School of Government.**

APPLICATION DEADLINES AND SUBMITTAL REQUIREMENTS

The Application materials are available on the NC Department of Commerce Rural Economic Development Division website at www.nccommerce.com/rd and each University program website:

Appalachian State University: <http://mpa.appstate.edu/commerce-fellows>

East Carolina University: <http://www.ecuinnovate.org/>

UNC School of Government: http://www.sog.unc.edu/training_package

All applications will be submitted to the NC Department of Commerce. Applications must be **received by 5:00 p.m. on June 15, 2015**. No application or relevant submission materials will be accepted after the deadline date and time; all relevant signatures must be in place when application is submitted.

Complete Applications Should Be Submitted To:

Ella Limehouse

North Carolina Department of Commerce, Rural Economic Development Division

For Postal Delivery: 4313 Mail Service Center, Raleigh, NC 27610

For Overnight Delivery: 301 N. Wilmington Street, Raleigh, NC 27610

919-715-0506

Ella.limehouse@nccommerce.com

DESCRIPTION OF TRAINING PROGRAMS

Local government should select one training program at Appalachian State University, East Carolina University or University of North Carolina Chapel Hill School of Government. Below are the program descriptions of the programs available at each university.

COMMERCE FELLOWS AT APPALACHIAN STATE UNIVERSITY AND EAST CAROLINA UNIVERSITY

The **Commerce Fellows** Community Capacity Building programs at ASU and ECU provide technical assistance, capacity building training and community development consultation to local governments across North Carolina. The program includes community level engagement by faculty and staff, and an on-campus training curriculum in grant administration and public management that covers a range of related topics including:

- Grant Writing
- Strategic Planning
- Budgeting
- Program Evaluation
- Policy Analysis
- Leadership Development and
- Economic Development.

The program offers specific training relative to the Community Development Block (CDBG) Program, its application process and its administrative requirements. Participants will engage with faculty, professional economic development staff and other local government practitioners to enhance their existing skill sets and build greater administrative and management capacities for their respective communities.

Eligible Applicants for Commerce Fellows at ASU and ECU

All North Carolina counties and small cities are eligible to apply for the **Commerce Fellows** at ECU and ASU except for the 24 entitlement cities that receive funds directly from the U.S. Department of Housing and Urban Development (HUD). These directly-funded cities include: Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, New Bern, Raleigh, Rocky Mount, Salisbury, Wilmington, and Winston-Salem. The three HUD-designated urban counties of Wake, Mecklenburg, and Cumberland, are also not eligible to apply.

Eligible Expenses for Commerce Fellows at ASU and ECU

Grants of \$22,500 are available to local governments to enable one employee per local government to participate in the **Commerce Fellows** program at either ASU or ECU. Up to \$5,000 of the grant amount can be used for administrative costs, travel, lodging, and meal expenses associated with attending the program with no more than \$2,500.00 (10%) of the grant amount being used for grant administration including application preparation.

COMMERCE FELLOWS AT UNC-CHAPEL HILL SCHOOL OF GOVERNMENT

The UNC SOG's **Commerce Fellows** Training Package is composed of sought-after School courses that address the breadth and depth of issues related to community development. The series will provide **Commerce Fellows** grantees with the flexibility to build the skills of the many actors involved in North Carolina's community development efforts.

Training Package

The training package includes 8 seats in 5 in-person courses (see below for details), for a combined total of 381 classroom contact hours. Overnight accommodations for the 8 seats are included in the price of the training package. The package also includes 4 online training series (composed of 21 webinars/modules); the online offerings provide another 26 hours of training. Grant recipients can send different employees or elected officials to the offerings in the package. Webinars and modules can be viewed locally in a classroom setting, allowing numerous officials from the county and its municipalities to benefit from these resources.

Courses

- [Community Development Academy](#) | March 15-17 & April 12-14, 2016 | 2 seats (42 contact hours per participant)
- [Development Finance Toolbox](#) | September 16-17, 2015 | 2 seats (14 contact hours per participant)
- [Municipal and County Administration](#) | September 2015 – May 2016 | 1 seat (175 contact hours over 8 months)
Participants must apply to this course by July 15, 2015; the course is not open to elected officials
- [Basic Economic Development](#) | July 27-30, 2015 or July 2016 | 1 seat (28 contact hours)
- [Effective Supervisory Management](#) | 2 date and location options | 2 seats (33 contact hours per participant)

On-Demand Modules and Webinars (single viewing with unlimited participants)

- [Planning and Development Regulation Modules](#) | (4.5 contact hours per participant)
- [Human Capital Matters Webinar Series](#) | (7.5 contact hours per participant)
- [Open Meetings Law Webinar Series](#) | (4.5 contact hours per participant)
- [Public Records law Webinar Series](#) | (9.5 contact hours per participant)

Eligible Applicants for Commerce Fellows at UNC SOG

The SOG training package is available to all NC county governments except for the three HUD-designated urban counties of Wake, Mecklenburg, and Cumberland; however, counties are strongly encouraged to partner with municipalities within their county, identifying municipal officials to participate in the training series. Counties that identify a mix of county and municipal officials to receive training will receive funding preference.

Eligible Expenses for Commerce Fellows at UNC SOG

Grants of \$25,000 are available to county governments to enable eight (8) seats in five (5) in-person courses. Up to \$5,000 of the grant amount can be used for administrative costs, travel and meal expenses associated with attending the trainings with no more than 10% of the grant amount being used for grant administration including application preparation (lodging is included in the UNC SOG registration cost).

EXPLANATION OF CDBG REQUIREMENTS

Commerce Fellows applicants must certify that, if funded, they will comply with all applicable laws and requirements of the **CDBG program**.

Per the Housing and Community Development Act of 1974, as amended, the CDBG program has certain federal and state requirements that must be met. Local government project administrators should be familiar with the Act, along with rules published in the Federal Register under 24 CFR Part 570 and NC Administrative Code requirements of 4 NCAC Subchapter 19L (NC Community Development Block Grant Program).

1. Citizens Participation

In order to meet the minimum requirements for citizen participation during the application phase, the applicant must hold **one public hearing** to obtain citizens' comments prior to its submission to Commerce. The public hearing notice 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 must also contain a description of the proposed activities to be carried out, including the total costs of the activities. The public hearing must be conducted by the governing board of the applicant.

A publisher's affidavit of the notice and minutes of the hearing signed by the town, city or county clerk must be submitted to Commerce.

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.

Local governments also must provide citizens an adequate opportunity to participate in the planning and development of CDBG applications beyond the public hearing requirements described above.

Examples of actions applicants may take to ensure adequate citizen participation in the application stage include 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, and that it will adopt a detailed written Citizen Participation Plan that includes these requirements if the project receives a 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 funded, 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 for and minutes signed by the town or county clerk of the required public hearing.

2. Conflict of Interest

Per 24 CFR Part 570.489 (h), the following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the **Commerce Fellows program**, 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 for the applicant to answer are in the program application. Please note that sub-recipients must comply with these regulations as well. Consult with Department of Commerce staff regarding conflict of interest questions or North Carolina Community Development Block Grant Program Regulations (4NCAC 19L.Section.0914).

3. Administration of Project

If funded, grantee will meet minimal levels of supervision in implementing the project as follows:

- a) Administrators of the project will give at least quarterly written status reports to the elected board.
- b) At least two persons from the local government will review invoices and requests for payment.
- 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.

4. Audits/Compliance

CDBG grantees expending \$25,000 or more in a fiscal year are **required** to have funds audited for the CDBG program. CDBG funds can be used to pay for the CDBG portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG and other federal funds). If the grantee has expended less than \$500,000 in total federal awards, the grantee may budget local funds in the administrative line item in the CDBG application to pay for the CDBG portion of the audit and claim the local administrative funds as local commitment.

5. Procurement

The grantee must have a written Procurement Policy that meets the requirements specified in 24 CFR 85.36. 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. CDBG grantees must enter procurement solicitation for any contract over \$25,000 in the Statewide Interactive Purchasing System (IPS) as well as provide the information to the Department of Commerce. All notices must be posted in IPS at least three days before the procurement process begins.

The local government only must set-up in IPS to post solicitation documents electronically. The process takes 15 minutes. The local government should contact the N. C. Department of Administration at (919) 807-4502 or www.ips.state.nc.us for information.

The use of IPS will be added to the program compliance monitoring process. Grantees must also ensure compliance with 24 CFR 85.36 Procurement Process in addition to the IPS requirement.

6. Equal Opportunity

Applicants are required to insure that CDBG 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 the **Commerce Fellows** program to insure 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 **Commerce Fellows** funds. The recipient of **Commerce Fellows** funds must describe the actions it will take annually for each year the grant is open in the areas of enforcement, education and 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.

7. Fair Housing

Recipients of **Commerce Fellows** funds will be required to comply with fair housing and non-discrimination laws and regulations. Applicants should consult Section .1001 of NCAC 04.19L 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 persons or more will be required to complete an Analysis of Impediments to Fair Housing Choice Study. For each year that a **Commerce Fellows** 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, grantee will refer to Commerce Bulletin 10-25 (or any subsequent replacement versions), and the Implementation Notebook, at www.nccommerce.com/rd.

8. Language Access Plan (LAP)

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

9. 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 **Commerce Fellows grant** is active, a recipient must describe a strategy whereby opportunities in employment and procurement arising out of a **Commerce Fellows** assisted project are identified and made available to low- income residents within the **Commerce Fellows** 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 **Commerce Fellows** 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 CI template. In addition, applicants are encouraged to coordinate additional activities as it relates to Section 3 with Commerce.

10. Environmental Review

Recipients of CDBG funds are required to 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). Please follow procedures outlined in Commerce's Environmental Technical Assistance Handbook. Copies of the ERR can be secured from Commerce staff and/or on the North Carolina Department of Commerce website, under Community Development Block Grant, Forms and Resources, Compliance Plans and Templates, Environmental Review Process: <http://www.nccommerce.com/rd>. Commerce staff are available to answer questions regarding the environmental review process. Copies of the ERR are to be submitted to Commerce with the application.

11. Section 504 of the Rehabilitation Act of 1973

Recipients of **Commerce Fellows** 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 **Commerce Fellows** 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 this **Commerce Fellows** assisted project.

12. 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.

13. Reporting

Recipients must submit written quarterly progress reports to the Department of Commerce. In addition to providing an update on the status of project activities, jobs created, and financial expenditures, participants should share their success stories as part of the report. Include 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.

An Annual Performance Report (APR) is due at the close of each calendar year and an annual financial audit of the CDBG program is due at the close of each fiscal year in which at least \$25,000 in CDBG funds were received. 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 CDBG 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. Grantees will be required to document how they will implement strategies learned through the **Commerce Fellows** program to benefit of low-to-moderate income individuals and families in their communities.

14. Monitoring

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

Commerce staff will notify the grantee at least 10 days before on-site monitoring visits and will provide copies of monitoring forms to be used. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

15. Financial Management Requirements

The Department of Commerce will monitor the grantee to determine compliance with the financial management requirements. In particular, the review will determine if records are maintained in compliance with 24 CFR Part 85, OMB Circular A-87 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. Commerce staff may also make specific requests to review information or documentation relating to financial management of a grant.

16. CCR Registration

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandates specific reporting requirements for recipients of CDBG grants equal to or greater than \$25,000 awarded after October 1, 2010.

Applicants must register with the Central Contractor Registration (CCR) system prior to application submission. The CCR system may be accessed online at <http://www.ccr.gov>.

17. Certifications Regarding Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, the recipient must submit a certification form signed by the Chief Elected Official.

SELECTION CRITERIA

Applicants must submit complete applications on or before the deadline with all required forms, attachments and certifications to be considered. Incomplete applications will not be considered.

Applications will be judged according to the following criteria:

1. The level of support expressed by local government leadership for the individuals' attendance in the program.
2. Projected community benefit described in the narrative, especially for low-to-moderate income individuals and families

COMMERCE FELLOWS PROGRAM CONTACTS

For technical assistance please contact:

NC Department of Commerce

Iris C. Payne, CDGB Program and Compliance Section Chief

E-mail: ipayne@nccommerce.com

Telephone: (919) 715-0517

Appalachian State University

Mark D. Bradbury, Director of Master of Public Administration program

E-mail: bradburymd@appstate.edu

Telephone: (828) 262-7913

East Carolina University

Kenny Flowers, Assistant Vice Chancellor

Community and Regional Development

E-mail: flowersk@ecu.edu

Telephone: (252) 737-1342

UNC-Chapel Hill School of Government

Kelley O'Brien, Director for Strategy and Innovation

E-mail: obrien@sog.unc.edu

Telephone: (919) 962-8273

COMMERCE FELLOWS APPLICATION CHECKLIST

When submitting an application, use the following checklist as a table of contents. Make sure all of the required items are included.

- Applicant must be an eligible non-entitlement general unit of local government.
- Applicant must submit **one original and one copy** of the application.
- Applications must be received at the Department of Commerce by **5:00 p.m. June 15, 2015**.
- Neither applicant nor any of its critical partners can appear on the Federal or State Suspension of Funds List/Debarment List.

REQUIRED ATTACHMENTS	
COMPLETED APPLICATION FORM	
PROJECT NARRATIVE: Complete the narrative requirements for the university program you wish to attend.	
PROJECT BUDGET must show the main uses and sources of funds over the 15-month grant period. Use the form provided in the application. Attach any supporting documentation or clarification of line items directly behind the budget.	
CONFLICT OF INTEREST FORM-CHECKLIST	
FEDERAL REQUIREMENTS CERTIFICATION	
DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS SIGNED AND DATED BY CHIEF ELECTED OFFICIAL	
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS	
EVIDENCE OF THE ONE REQUIRED PUBLIC HEARINGS. Provide the publisher's affidavit With the application for the one public hearing.	
ENVIRONMENTAL REVIEW RECORD: No funds may be obligated or expended in any project activity until the grant recipient has complied with the Environmental Review Procedures for the NC CDBG Program at 24 CFR Part 58 and the CDBG regulations contained in 4 NCAC 19L.1004. The ERR form is located on the NC Department of Commerce's website located at: http://www.nccommerce.com/rd	
DRAWDOWN PLAN: Please include and clearly identify the use of CDBG funds and the timeline over the project period for drawing down the funds. Also, please state whether or not the applicant (i.e., the local unit of government will use the Reimbursement or Advance (3-day rule applies) method of payment.	
PROOF OF REGISTRATION WITH CENTRAL CONTRACTOR REGISTRATION (CCR) <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL UPDATE	
CITIZEN PARTICIPATION PLAN	

COMMERCE FELLOWS APPLICATION FORM

1. Applicant's Name			2. Program Selected	
a. Mailing Address			Program Selected: <input type="checkbox"/> ASU <input type="checkbox"/> ECU <input type="checkbox"/> UNC SOG	
b. City and Zip Code				
c. County				
d. Contact Person				
e. Telephone				
f. Fax Number				
g. E-mail address				
h. DUNS Number				
3. Preparer's Name			c. Telephone Number	
a. Firm's Name				
b. Mailing Address				
c. City and Zip Code				
d. e-mail address				
4. Program Category		5. Project Number		6. Project Name
D	1			7. CDBG Funds Requested
				\$
				Total
\$				
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.				
c) Typed Name of Chief Elected Official ➤				
d) Typed Title ➤				
e) Signature ➤				
f) Typed Date ➤				
For Commerce Office Use Only		Date Received:		Application Number:

NARRATIVE REQUIREMENTS

Applicants should complete only the narrative requirements for the Commerce Fellows program for which the applicant wishes to attend.

COMMERCE FELLOWS AT ASU AND ECU

If you are applying to attend the **Commerce Fellows** program at either ASU or ECU, submit the following narrative along with your application:

- A detailed description of the Applicant's entity.
 - A detailed description of the employee seeking to attend the program, including position, length of time served with the local government, and previous government employment.
 - A description of how the attendee will benefit from the professional development and capacity-building opportunity, and how attendance will benefit the attendee's local government unit and community.
 - Include with Application materials a signed letter from the Town/County Manager attesting support for full participation of employee(s) attending the **Commerce Fellows** program. In the letter, please state support for the time invested by the Attendee, and affirm all future reporting requirements will be met.
- Applications must be signed by the Chairman of the elected board.

Attendee Information:

Full Name:

Position:

Organization:

Email:

Office Phone:

Local Government Contact (Manager or Administrator):

COMMERCE FELLOWS AT UNC SOG NARRATIVE REQUIREMENTS

If you are applying to attend the **Commerce Fellows** program at UNC SOG, submit the following narrative information along with the course selection form below.

- A detailed description of the Applicant's entity.
- A detailed description of municipalities that are partnering with the Applicant on the grant (sending employees and/or elected officials to a course within the training package).
- A description of how the Applicant's entity will benefit from sending employees and/or elected officials (both county and municipal) to courses that are part of the professional development and capacity-building training series.
- Include with Application materials a signed letter from the County Manager and participating Town/City Managers attesting support for full participation of employees and/or elected officials attending the **Commerce Fellows** program. In the letter, please state support for the time invested by the Attendee, and affirm all future reporting requirements will be met.
- A completed form (see below) listing the name, title, and contact information of each employee or elected official attending the five courses in the program

UNC SOG Attendee Registration Form

Community Development Academy | March 15-17 & April 12-14, 2016

Appointed and elected public officials; other professionals engaged in community development/revitalization

Registrant #1 Full Name _____

Registrant #2 Full Name _____

Registrant #1 Position: _____

Registrant #2 Position: _____

Registrant #1 Organization: _____

Registrant #2 Organization: _____

Registrant #1 Email: _____

Registrant #2 Email: _____

Registrant #1 Office Phone: _____

Registrant #2 Office Phone: _____

Development Finance Toolbox | September 16-17, 2015

Appointed and elected public officials; community development professionals

Registrant #1 Full Name _____

Registrant #2 Full Name _____

Registrant #1 Position: _____

Registrant #2 Position: _____

Registrant #1 Organization: _____

Registrant #2 Organization: _____

Registrant #1 Email: _____

Registrant #2 Email: _____

Registrant #1 Office Phone: _____

Registrant #2 Office Phone: _____

Municipal and County Administration | September 2015 – May 2016

City and county managers and department heads; elected officials are not admitted. Must formally apply by July 15

Registrant Full Name: _____

Registrant Position: _____

Registrant Organization: _____

Registrant Email: _____

Registrant Office Phone: _____

Basic Economic Development | July 27-30, 2015 or July 2016

Public or private economic development professionals; public officials seeking a deeper understanding of the topic

Registrant Full Name: _____

Registrant Position: _____

Registrant Organization: _____

Registrant Email: _____

Registrant Office Phone: _____

Effective Supervisory Management | 2 date and location options

Newly promoted and veteran local government supervisors and front-line managers. Dates and locations

October 19-23, 2015 ~ Morehead City

November 16-20, 2015 ~ Fayetteville

Registrant #1 Full Name _____

Registrant #1 Position: _____

Registrant #1 Organization: _____

Registrant #2 Position: _____

Registrant # 1 Session Preference: _____

Registrant #2 Organization: _____

Registrant #1 Email: _____

Registrant # 2 Session Preference: _____

Registrant #1 Office Phone: _____

Registrant #2 Email: _____

Registrant #2 Full Name _____

Registrant #2 Office Phone: _____

Registrations are transferable within the applying county (to include municipalities). Registrations are not refundable.

COMMERCE FELLOWS BUDGET FORM

Applicant Name:			
1. Commerce Fellows Activities Cost (column 5n)			
2. Other Funds (column 6n)			
3. Total Commerce Fellows Resources (should = column 7n)			
4. Activity	5. COMMERCE FELLOWS Costs	6. Other Costs	7. Total COMMERCE FELLOWS Costs
I. Planning (Commerce Fellows Activities)			
1. . Training			
(a) University Registration Fee			
(b) Travel			
(c) Lodging (ASU and ECU only)			
(d) Meals			
2. Project Administration			
(a) Application Preparation			
(b) Grant Administration			
n. TOTAL			

1. Grant Amounts Available:

- ASU & ECU: \$22,500 grants
- UNC SOG: \$25,000

2. University Registration Fees:

- ASU and ECU: \$17,500.
- UNC SOG: is \$20,000 (includes lodging).

3. Up to \$5,000 is available for all programs for administrative costs, travel, meals and lodging to attend the trainings. No more than 10% of the grant amount can be used for grant administration including application preparation. All expenses must be necessary for attendance at the **Commerce Fellows** program. Receipts for actual expenses will be required for reimbursement. Lodging is included in the UNC SOG registration fee.

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 CDBG project have family or business ties with any of the local government elected officials or local government staff?
2. Has any person involved with this potential CDBG project requested or received an opinion about a potential conflict of interest from an attorney or from the North Carolina Ethics Commission?
3. Does any person involved with this potential CDBG project have an ownership interest in an entity that is directly affected by activities proposed in the application?
4. Will any person involved with this potential CDBG project derive any income or commission as a direct result of action taken by the local government elected board or its staff?

FEDERAL REQUIREMENTS CERTIFICATION

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 in connection with 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.
- e) Its chief elected official or other officer of the applicant if assistance is approved by Commerce:
 - 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) The Community Development Program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid in the prevention or elimination of slums and blight. The requirement for this certification will not preclude Commerce from approving an application where the applicant certifies, and Commerce determines, that all or part of the Community Development Program activities are designed to meet other community development needs having particular urgency as specifically explained in the application in accordance with Section .0800 of 4 NCAC 19L of the North Carolina Administrative Code.
- 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) 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.
- j) 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.
- k) It will follow a residential anti-displacement and relocation assistance plan that is in accordance with the provisions of Section 104(d) and all other provisions of the Act.

- l) 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).
- m) It has or will develop a plan that identifies community development and housing needs, including the needs of low and moderate income persons, and the activities to be undertaken to meet such needs.
- n) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.
- o) When issuing statements, press releases, request 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 CDBG money, and
 - 2) the dollar amount of CDBG funds for the project.
- p)
 - 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- q) 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).
- r) 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.

CERTIFICATION OF ABILITY

The County/City 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 OF CIVIL RIGHTS COMPLAINTS/LAWSUITS

The City/County/Town of _____ hereby assures and certifies that there are no open, unresolved or pending civil rights complaints or lawsuits against the participating local governments in this **Commerce Fellows** project. Furthermore, if there are any liens that have been placed on the City/County/Town, this fact must be disclosed and the circumstances of the lien must be described below.

**Name of Chief Elected
Official**

Title

Signature

Date

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited below. 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 (Nonprocurement).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce 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 of 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 to 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	Project Name
Printed Name and Title of Authorized Representative	
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 into. 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 by reason 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 into, it shall not knowingly enter into 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 Nonprocurement List.
8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records in order 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 Subgrantees - 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.

SAMPLE 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 Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also requires 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 CDBG 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 through 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, State CDBG Program, 4313 Mail Service Center, Raleigh, NC 27699-4313, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-571-4900.

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 and groups of low/moderate income persons or target area residents 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 CDBG 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 and the Annual Performance Report. 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____.

ULG Chief Elected Official

ULG authorized signor

Town/County _____

Town/County _____