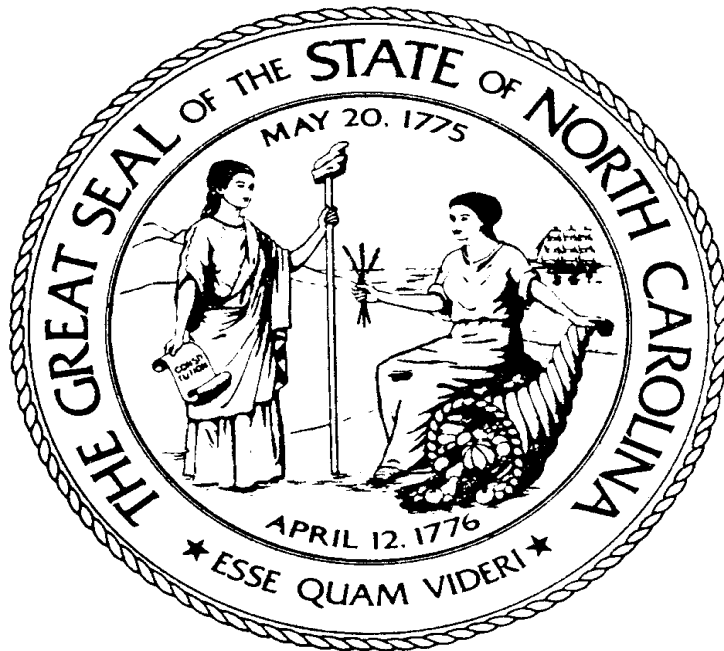


State of North Carolina

TALENT ENHANCEMENT DEMONSTRATION GRANTS (2009 Guidelines Section I)



**North Carolina Department of Commerce
Office of Rural Development Programs**

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I. Introduction

These guidelines have been prepared to assist local governments who desire to apply for the State of North Carolina Office of Rural Development Programs, **Talent Enhancement Demonstration Grant funds** enabling the participating local unit of government to develop capacity to undertake an activity or activities that it has previously been unable to carry out. A Talent Enhancement Demonstration Grant must result in a future application in one of the following CDBG categories (Housing Development, Community Revitalization, Scattered Sites Housing, Individual Development Account, Infrastructure, Economic Development and Infrastructure Hook-Up) within 24 months of the grant award. The proposed Talent Enhancement Demonstration Grant project must be feasible, realistic, and have the foundation to succeed.

The North Carolina program has been designed to insure that at least 51% of the TEDG funds used for a project activity will benefit low- and moderate-income people. Talent Enhancement Demonstration Grant grantees must be able to meet the LMI benefit requirement for the CDBG grant category of or for which they will apply within the next 24 months.

A. Eligible Recipients of Funds

The Talent Enhancement Demonstration Grant Funds are available to the units of local government in **Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne, and Wilson.**

Each applicant will be required to certify that it possesses legal authority to carry out the proposed activities. Unless contradictory evidence is submitted to the Office of Rural Development Programs (ORDP), the Office will accept the applicant's certification of legal authority. **Priority will be given to Tier 1 counties and local governments in 21st Century Communities.**

B. Local Government

- 1) The local government that submits a Talent Enhancement Demonstration Grant application must agree to submit a future CDBG application within the next 24 months
- 2) Proposed projects must be located within the local government jurisdiction
- 3) The local government must follow all compliance and regulatory requirements

C. Definition of Talent Enhancement Demonstration Grants (TEDG)

The goal for the Talent Enhancement Demonstration Grants is to create for selected eastern local units of governments the opportunity to help build capacity in areas to develop appropriate and competitive CDBG grants and administration. Areas of the Talent Enhancement will focus on grant writing, economic impact analyses, community survey research and design, and feasibility study preparation.

Talent Enhancement Demonstration Grants funds may only be used to support activities that will result in projects that are eligible for CDBG funding within 24 months. Applicants submitting Talent Enhancement Demonstration Grants applications must certify that a future CDBG application will be submitted within 24 months of the grant award and that any project developed and funded as a result of the Talent Enhancement Demonstration Grants will primarily benefit low- and moderate-income people (at least 51%). Talent Enhancement Demonstration Grants funds cannot be used for any on-going

activities of the local unit of government. Instead, Talent Enhancement Demonstration Grant funds are targeted to the following:

- 1) New endeavors that will take the local unit of government in a new direction. For example, a local unit of government whose primary goal has been economic development and jobs may want to expand its activities into housing or Infrastructure.
- 2) Increasing the level of production or expanding activities; for example, if you are only doing housing rehabilitation projects, you may want to expand to Community Revitalization project.
- 3) Clearly defining the project in the application.
- 4) All project development activities as specified in the application must be completed before the follow-up application will be accepted from the local government.
- 5) Talent Enhancement Demonstration Grants cannot be used to administer or manage current CDBG grants.

D. Eligible Activities

TEDG funds can only be used for the following activities:

- Administration of grant up to 10% of total grant
- Planning costs

The following grant categories are eligible for future CDBG application under the Talent Enhancement Demonstration Grants projects:

- Housing Development (HD)
- Community Revitalization (CR)
- Scattered Site Housing (SSH)
- Individual Development Account (IDA)
- Infrastructure (IF)
- Economic Development (ED)
- Infrastructure Hook-Up (HU)

It is important that the local government consult the Office of Rural Development Programs early in the process to determine which of the above CDBG category or categories the Talent Enhancement Demonstration Grant is directed towards. Each grant category has its own restrictions regarding activities that will be funded. There must be a direct and clear link between the Talent Enhancement Demonstration Grant and the future CDBG application.

E. Award Amounts

The award for a Talent Enhancement Demonstration Grants is up to \$75,000. Talent Enhancement Demonstration Grants funded administration is limited to 10% of the total grant costs and can only be used for costs related to the **administration** of the Talent Enhancement Demonstration Grant.

F. East Carolina University's Enhancement Products

East Carolina University's Office of Engagement, Innovation and Economic Development has partner with the Department of Commerce's Office of Rural Development Programs on the behalf of Eastern Communities to deliver a substantial level of products and guidance that will include the following:

Grant Writing and Technical Assistance
Community Survey Research and Design
Entrepreneurial and Small Business Technical Assistance
Feasibility Study Assistance and Preparation
Economic Impact Analyses
Business Plan Development
Community Design Assistance

The local unit of government and the Office of Engagement, Innovation and Economic Development will enter into a Memorandum Of Understanding (MOU) outlining the terms and conditions as set forth by both parties.

G. Application Process – Will be on a “First Come, First Served “competitive process basis.

1) Telephone/meet with Office of Rural Development Programs (ORDP)

- A potential applicant (local government elected official or local staff) should call Charlie Thompson, at the Office of Rural Development Programs, (919-733-1334) to discuss the proposed Talent Enhancement Demonstration Grants project. The applicant should be ready to describe specific components of the project.
- If there are issues that would prevent a possible award, the local government maybe invited for an official meeting if deemed necessary. A local government staff or elected official must attend that meeting.
- If after the telephone/meeting, the project is ready to proceed, an application will be provided to the local government.

2) Submit Application to Office of Rural Development Programs (ORDP)

- Once the application is received, the Office of Rural Development Programs will review it. **Award of funds is not guaranteed by the submission of an application.**

Applicants must submit 2 complete copies of the application. Both applications must have the original signature of the chief elected official on the Application Summary Form. ORDP reserves the right to request additional information prior to application submission or during the review of the application. Applications must be at ORDP’s office (at the address below) or postmarked by **5:00 p.m. March 11, 2009.**

Costs Associated with Preparation of the Talent Enhancement Demonstration Grants Application

Applicants that receive ORDP funding approval for the project may charge the cost of application preparation to the current program provided that procurement procedures consistent with 24 CFR 85.36 are followed. **No more than \$3,500 may be charged to the Talent Enhancement Demonstration Grant program for preparation of the initial application. Include this cost with other Talent Enhancement Demonstration Grant activities costs in the budget’s planning line item. Costs to prepare the future CDBG application developed under the Talent Enhancement Demonstration Grant cannot be charged to the TEDG.**

<p>Applications should be mailed to: Mark Roberts, Director Department of Commerce Office of Rural Development Programs 4301 Mail Service Center Raleigh, N.C. 27699-4301</p> <p>*Postmarked means a postmark from the Post Office.</p>	<p>Or delivered to: Office of Rural Development Programs Department of Commerce Fifth Floor, North Side 301 North Wilmington St. Raleigh, N.C. 27601</p>
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H. Selection Criteria for Talent Enhancement Demonstration Grant Projects

After threshold has been met, applications will be reviewed based on the following: (1) adequate and sustaining current income for support of TEDG applicant, (2) feasibility of the project including its potential for a future CDBG application as well as the financial feasibility of the local unit of government to carry out the project and any future projects (3) Tier ranking, (4) 21st Century Community (if applicable).

II. Program Requirements

Talent Enhancement Demonstration Grant applicants must comply with federal regulations and certify that, if funded, they will comply with all applicable laws and requirements in the Talent Enhancement Demonstration Grants (**same as CDBG rules and regulations**) as well as in any future CDBG grant to be developed as a result of the Talent Enhancement Demonstration Grant.

Note: Office of Rural Development Programs (ORDP) is requiring the local government to submit as part of the application process, all documentation to release the standard grant conditions. These conditions include: environment, citizen participation compliance, and floodplain certification. If you have questions about the documentation needed, please contact ORDP for assistance. This documentation must be submitted with the application or **application will not be processed, but returned to the local unit of government.**

A. Public Hearing

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 ORDP. 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 ORDP.

B. Conflict of Interest

The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the Talent Enhancement Demonstration Grant, and (2) officials of the recipient including members of the governing body.

C. Equal Opportunity

Applicants are required to take into consideration equal opportunity and non-discrimination laws in designing the Talent Enhancement Demonstration Grant 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 Talent Enhancement Demonstration Grant funds. The recipient of Talent Enhancement Demonstration Grant 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.

D. Fair Housing

Recipients of Talent Enhancement Demonstration Grant funds will be required to comply with fair housing and non-discrimination laws and regulations. Applicants should consult Section .1001 of DCA's CDBG administrative rules for further information on equal opportunity requirements.

For each year that a Talent Enhancement Demonstration Grant 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 DCA's Bulletin 93-4 and the Implementation Notebook, online.

E. Local Economic Benefit

For each year that a Talent Enhancement Demonstration Grant is active, a recipient must describe a strategy whereby opportunities in employment and procurement arising out of a Talent Enhancement Demonstration Grant assisted project are identified and made available to low- income residents within the Talent Enhancement Demonstration Grant 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 Talent Enhancement Demonstration Grant assisted area about the components and opportunities of the program.

F. Environmental Review

Recipients of Talent Enhancement Demonstration Grant funds are required to complete the document entitled "Environmental Review Procedures for the North Carolina Community Development Block Grant Program," dated 1992 or later. Copies of this document can be secured online at

<http://www.nccommerce.com/en/CommunityServices/CommunityDevelopmentGrants/FormsPublications/>. The portions of the document constituting the Environmental Review Record (ERR) should be completed, and copies submitted to ORDP with the application.

G. Residential Anti-displacement and Relocation Assistance

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 Talent Enhancement Demonstration Grant 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. See DCA's Program bulletin 94-1 for more specific information.

H. Section 504 of the Rehabilitation Act of 1973

Recipients of Talent Enhancement Demonstration Grants 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 Talent Enhancement Demonstration Grants funds for any program or activity carried out directly.

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 Talent Enhancement Demonstration Grants assisted project.

I. 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.

J. Labor Standards under Davis-Bacon and Related Acts

Public facility contracts in excess of \$2,000 must comply with Davis-Bacon and Related Acts.

K. The Elimination of Lead-Based Paint Hazards

Recipients that propose rehabilitation of residential structures are required to comply with the new Lead-Based Paint regulations at 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 the Division of Community Assistance.

L. Floodplain

Recipients must provide ORDOP with a certification 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.

M. 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.

N. Reporting

1. Annual Performance Report is due annually
2. Annual Audit (if grantee expends \$25,000 or more in the fiscal year) is due annually

O. Other Requirements and Attachments

Recipients will also be required to comply with any subsequent requirements issued by HUD and/or ORDOP.