



NORTH CAROLINA DEPARTMENT OF NATURAL
RESOURCES AND COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

BULLETIN 87-1

SUBJECT: Administration of ARC Projects by NRCD
Replaces Bulletin #83-11

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ATTENTION: Potential Recipients of ARC Funds

These guidelines set forth the procedural requirements to be met for NRCD to assume administrative responsibility for an Appalachian Regional Commission (ARC) grant awarded in conjunction with a state CDBG project.

Prior to making a final commitment of funds, ARC requires NRCD to certify that:

1. the activities to be undertaken with the ARC funds are eligible under the North Carolina CDBG program; and
2. the activities are consistent with the purpose and objectives of the North Carolina CDBG program.

In order to make these certifications, NRCD must review the proposed project activities to determine that they are eligible and that at least 51% of the persons benefitting meet low and moderate income requirements.

Requests to NRCD

Localities should request in writing that NRCD administer the ARC project, if appropriate. The request should be accompanied by the following material:

1. Initial application submitted for ARC funds, including a budget summary of all non-ARC funds involved in the project.
2. If applicable, any conditions placed on the use of funds by ARC.
3. Documentation that in excess of 51% of the ARC funds will be used to benefit low and moderate income people.
4. Documentation that all funds will be expended in support of a national objective as specified in the Housing and Community Development Act.
5. Four (4) copies of completed CDBG forms for the project which show the ARC funds as CDBG funds, and show all project funds which are neither ARC nor CDBG funds as "other funds."

- a. Project Summary
- b. Project Description
- c. Project Budget
- d. Project Benefit
- e. Project Schedule
- f. Project and Location Maps
- g. CDBG Program Certifications
- h. ARC Special Certifications

The Project Summary and ARC Certification should be signed by the chief elected official of the locality. Copies of all forms are available from the Division of Community Assistance.

NRCD Review

NRCD will review the material submitted by the locality to determine whether the activities proposed are eligible under the North Carolina program, are consistent with the intent and purpose of the program, and that in excess of 51% of the funds are used to benefit low and moderate income people.

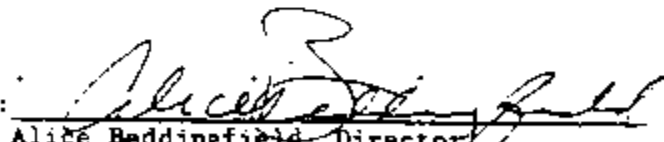
Once NRCD has determined whether the ARC funds are to be used in a manner compatible with the North Carolina CDBG program, NRCD will notify the locality and certify to ARC that NRCD can administer the funds. A grant agreement will be sent to the locality once NRCD has received notification that the certification was accepted by ARC, and North Carolina's grant agreement with HUD has been made.

Locality's Program Responsibility

The Locality is responsible for complying with all applicable CDBG program administrative requirements. This includes any applicable environmental reviews, public notice and citizen participation requirements and A-102 compliance. In addition, ARC has several special conditions that must be followed.

Questions regarding these guidelines should be directed to Steve Culnon at (919) 733-2850.

Issued By:


Alice Beddingfield, Director
Division of Community Assistance

Date:

1-9-87