**Job Verification and Grant Closeout Instructions**

Rural Engagement & Investment Program Grants are a deferred forgivable loan and are eligible for forgiveness once the creation and maintenance of the full-time jobs committed for the project, as well as, all reporting requirements are approved by Commerce. Below are the requirements and procedure for approval.

**Job Verification**

To be considered eligible, a full-time job must be filled with one employee who works at least 35 hours per week and is paid at least minimum wage. Part-time, full-time equivalents, or contract/consulting positions are not eligible.

**Grantees should submit the following as evidence of job creation and maintenance:**

1. **Job Certification Form**—both the grantee and the participating business are required to complete respective sections of this form that attests to the creation of the number of jobs full-time jobs committed to receive the grant. The form must be signed by the authorized representatives of the local government grantee and the participating business.
2. **NCUI 101 Forms**—The grantee should submit copies of each company’s *Employer’s Quarterly Tax and Wage Report* (NCUI 101 forms) that have been submitted to the North Carolina Employment Security Commission according to the requirements below.

* The forms must include the appropriate number of quarters to show that the company maintained the required employment level for six-consecutive months.
* The employment level reported must meet or exceed the baseline number of employees reported at the time of the application plus the number of new, full-time jobs committed for the grant.
* The jobs created and the baseline must be maintained concurrently during the same six-month period.
* If the NCUI 101 forms include employees from other locations in North Carolina, the names of the employees working in the grant funded project facility should be highlighted, and a multi-site report should be provided.
* If the NCUI 101 forms include both full and part-time employees an “f” should be written next to the name of each full-time employee and a “p” should be written next to the name of each part-time employee.

1. **Final Report**—the grantee must submit the Final Report Form that describes the activities and outcomes of the project.
2. **Photos**—the grantee must submit digital photos via e-mail in one pdf that show a variety of views of the completed project.

All required forms and instructions, including reporting and payment request, can be found on the Commerce website at [Rural Engagement & Investment Programs Website](https://www.commerce.nc.gov/about-us/divisions-programs/rural-economic-development-division/rural-grant-programs)

Email completed forms and reports to [reireports@commerce.nc.gov](mailto:reireports@commerce.nc.gov) .