

#### **04 NCAC 01K .0203 APPLICATIONS**

Each Applicant that proceeds with a formal application shall take the following steps:

- (1) the applicant may employ or designate an application preparer and service provider for its application. If applicable, federal procurement guidelines shall be followed. Documentation of compliance or non-applicability shall be provided to the Commerce Finance Center.
- (2) The applicant may proceed with three critical areas of the application as follows:
  - (a) the environmental assessment, or the state clearing house review process;
  - (b) the determination of Davis-Bacon applicability and the pertinent wage decision; and
  - (c) the second project specific public hearing.
- (3) All applications for CDBG funds shall include a disclosure report. Such report, in addition to requesting identifying information and the amount of funds requested, shall disclose whether or not, and the extent, to which interested parties have a financial interest in the application. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than fifty thousand dollars (\$50,000) or 10 percent of the assistance requested, whichever is lower. Additionally, the report shall show any sources and uses of funds for the project which are not identified in the application's source and use of funds statement.
- (4) The unit of government shall complete its application on forms developed by the Department and made available by the Commerce Finance Center.
- (5) Any application which has incomplete factual data or lacks sufficient detail may be returned to the applicant with specific reasons for the return being stated in writing. Upon receipt of the requested information the Department's review of the application shall be completed.
- (6) In the event that an application is received at a time when current year funding is no longer available (all funds have been allocated), the Department shall so advise the applicant of the funding status. By mutual agreement between the applicant and the Department, the application may be retained by the Department for final review of the application and the proposed project when CDBG program funds are available.

*History Note: Authority G.S. 143B-431; 24 C.F.R. 570.489; 42 U.S.C.A. 5301;  
Temporary Adoption Eff. July 20, 1992 for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;  
Eff. December 1, 1992;  
Amended Eff. April 1, 1999;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 6, 2016.*