

**CDBG-Covid 19 Grant Program**

**Policy and Process Guidelines**

The following document includes the policy and process guidelines for the Rockingham County, NC, administration of the CDBG-Covid 19 Grant Funds. These funds were made available by the State of North Carolina through the NC Department of Commerce intended to assist North Carolina residents with utility and rental delinquencies due to the impact of Covid-19. It is the intention of this grant to prevent wide spread homelessness and utility shutoffs from loss of income due to closures of businesses related to Covid-19.

**Program Policy**

The CDBG-Covid 19 Grant administration policy adopted by Rockingham County Government will be to adhere to all grant requirements found within the program outline and process. If any exception is to be made to any document, verification, or process contained within the program, it must be pre-approved by Rockingham County, United Way of Rockingham County, Inc. and LKC Engineering being all in agreement. An Amendment to this policy will be made if any such exceptions are approved. The program process guidelines have been adopted to serve the needs of Rockingham County citizens and will be handled with due diligence throughout the process.

**Program Outline**

Rockingham County Government has contracted with LKC Engineering and United Way of Rockingham County, Inc. to assist in the application for and administration of this grant. For an outline of each partners participation requirements, please review the attached MOU (found in the Appendix) between all three parties.

The program will focus on assisting Rockingham County residents with meeting the delinquent utility and rental obligations. This will be done through an application process, by which if the applicant is approved, the County will make direct payment to the entity owed (i.e. Duke Energy, Piedmont Natural Gas, Property Management Company, etc.).

**Program Process**

**Application → Vetting Due Diligence → Approval/Denial → Distribution of Funds → Recoupment**

**Application**

Applications will be taken by United Way of Rockingham County, Inc. The application was created in conjunction with Rockingham County Department of Health and Human Services and in accordance with existing Rockingham County Social Service programs. All efforts were made to ensure program requirements met both North Carolina and Rockingham County social service program standards and were not duplication of services. (A copy of the Application may be found in the Appendix.)

The application will obtain information from the applicant:

* Which type of assistance is being sought
* Documentation of direct impact Covid-19 had on income
* Documentation to verify existence of need
* Identification of Applicant
* Documentation verifying Applicant is indeed the debtor

**Vetting of Application**

Applications will be verified by the United Way of Rockingham County, Inc. in conjunction with Rockingham County Department of Health and Human Services.

* Verify information contained within the application
* Document verification
* Verify from the entity true amount delinquent

Any application failing to meet administration requirements will be denied and the applicant will be contacted. If applicant can provided missing/correct information, the application may be reconsidered. If not, the application will be filed for documentation purposes. Any application found to be completed and verification of all requirements have been met, it will then be forwarded by United Way of Rockingham County, Inc. to the Rockingham County Department of Health and Human Services with a recommendation of approval and a Secondary Review Form (please see appendix). Rockingham County Department of Health and Human Services will review the application, verification procedures, and recommendation along with completing the accompanying review form. If a problem is found with the application or verification, the application will be returned in an attempt to correct any errors and the applicant will be contacted. If everything is found in order, the Rockingham County Department of Health and Human Services will sign off in agreement of approval. The application will then be returned to United Way of Rockingham County, Inc. for documentation purposes.

**Distribution of Funds**

Applications that are approved will be compiled on a weekly basis for disbursement of funds by United Way of Rockingham County, Inc. A report of approved applications will be generated and forwarded to the Rockingham County Department of Finance for disbursement. This report will contain:

* Applicant’s Name
* Entity entitled to payment
* Amount
* Account Number
* Date of United Way of Rockingham County, Inc. Approval
* Date of Rockingham County Department of Health and Human Services Approval

The Rockingham County Department of Finance will send out payments on a weekly basis generated by the application approval report. Fully completed and approved requests for payment that are submitted no later than Friday at 12:00 noon will be processed and disbursed the following Friday.  All checks will be mailed via US Postal Service.

Copies of all application files will be forwarded to LKC Engineering on a monthly basis for record keeping purposes.

**Duplication of Benefits, Ineligible Benefits, Fraudulent Benefits**

In the event it is determined there is a duplication of benefit, ineligible benefit or otherwise fraudulently obtained benefit, Rockingham County Government will seek to recoup those funds in accordance with the Rockingham County Duplication of Benefits Policy. On the application, an Attestment will be signed by the applicant under penalty of perjury and with the understanding duplicated/ineligible/fraudulently obtained funds will be required to be repaid. Rockingham County Government reserves the right to use all means and methods at their legal disposal to recoup any inappropriately obtained funds including the North Carolina Court System.