

Carolinas AGC **FOUNDATION**

PANDEMIC MITIGATION GRANT GUIDELINES & APPLICATION FORMS

Invitation to Apply

North Carolina businesses and non-profits with a physical presence in the state are invited to apply for up to \$100,000 in grant funding from the CAGC Foundation, Inc. for coronavirus pandemic-related mitigation efforts in the construction industry. The CAGC Foundation (Foundation) will award subgrants in various tiers to eligible entities to support coronavirus pandemic mitigation in the construction workplace incurred from March 1 to December 30, 2020.

Overview

Governor Cooper signed [HB 1105, Coronavirus Relief Act 3.0](#), into law on September 4th, 2020. The legislation allocates \$3,000,000 for construction workplace mitigation efforts related to health and safety measures that may include:

1. Screening and Testing
2. Personal Protective Equipment (PPE) and job-site sanitation
3. Mental health support,
4. and other pandemic-related safety gear for construction workers.

Note: assuming the aforementioned expenses are not reimbursed by insurance or another government funding source. Applicants are required to disclose any federal, state, local or private coronavirus relief funding.

Per the legislation, the CAGC Foundation Inc. is administering the grant program that enables qualifying businesses and non-profits in NC to apply for funding.

Applicants must meet all qualifications to be considered for an award. Grants shall be awarded on a first-come basis using established criteria defined by the Foundation and approved by NC OSBM to ensure available funds are awarded pursuant to applicable statute and established timelines.

Awardees shall be expected to comply with statutory provisions related to:

- The Coronavirus Aid, Relief, and Economic Security Act or CARES Act;

- Certain Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Guidance issued by the United State Department of Treasury; and

To validate compliance with grant requirements, awardees will be subject to monitoring and/or audit activities performed by the Foundation, North Carolina Office of State Auditor and/or federal monitor.

Period of Performance/Cost Incurred

The Pandemic Recovery Program covers expenses for coronavirus-related health and safety measures incurred during the period from March 1, 2020 to December 30, 2020. The CAGC Foundation is mandated to disburse all subgrant funds by December 30, 2020. Any unexpended funds must be returned to the Foundation by December 30, 2020 and subsequently remitted to the NC Pandemic Recovery Office.

Application Review, Award Notification Timeline

Grants shall be awarded on a first-come, first-served basis to eligible responsive organizations based on the below timeline. Award notification shall be communicated in two rounds.

- October 14, 2020 - Grant Application Released (9AM)
- October 20, 2020 - Informational Webinar (10AM)
- October 28, 2020 – Application Deadline (5PM)
- November 4, 2020 – Round 1 Award Notifications
- November 11, 2020 – Round 2 Award Notifications

Additional application/award rounds may be performed based on available funds. However, all grant funds must be disbursed by the Foundation and grant agreements must be executed by November 20, 2020.

Funds will be disbursed to subgrantee within seven (7) to ten (10) business days of executed contract between Foundation and awardee.

Grant Guidelines

Award Amount & Evaluation Criteria

The Foundation shall approve awards in varying amounts up to \$100,000 to eligible entities based on an entity's ability to apply awarded funds to coronavirus pandemic-related mitigation efforts in the construction industry. Applicants should use the following parameters to determine which funding tier is appropriate for their organization's size and workforce.

Tier 1: entities with gross revenue or annual budgets over \$50 million are invited to apply for funding up to \$100,000

Tier 2: entities with gross revenue or annual budgets over \$15 million but below \$50 million are invited to apply for funding up to \$75,000

Tier 3: entities with gross revenue or annual budgets below \$15 million are invited to apply for funding up to \$50,000

Applications for funds shall be evaluated for reasonableness and compliance using the above established application evaluation criteria. Awards shall be approved or denied. Responsive applicants requesting award amounts where the need cannot be substantiated by relevant measures (e.g. annual gross revenue, workforce size, and/or size of community served) will be asked to resubmit a new application with a revised budget to scale.

Eligible Entities

The following entities are eligible to apply for grants to support coronavirus pandemic mitigation in the construction workplace:

- a) Entities determined eligible to carry out the purposes of the grants in accordance with federal CARES Act requirements.
- b) Nonprofit organizations, including, but not limited to, trade organizations and affinity groups and churches for nonsectarian educational purposes.
- c) Businesses with a physical presence in the State with outreach to rural, minority-owned, physically handicap-owned, and women-owned small businesses.

Timing of Expenditures

Per the US Treasury Guidance, CARES Act funding may be used for costs incurred dating back to March 1, 2020. The US Treasury guidance defines “incurred” as being when the responsible party has expended funds to cover the cost. This means when a check or electronic fund transfer is issued between March 1, 2020 through December 30, 2020. Retroactive expenses for personnel are unallowable. Funding for anticipated personnel costs for the future, are required to be substantiated for monthly reporting.

Use of Funds

Awarded funds must be used for mitigation efforts related to Coronavirus health and safety measures that may include:

1. Screening & Testing

Subgrants may include funding for providing rapid response testing, medical staffing and equipment needed to screen and protect individuals on the jobsite. This may include thermometers, medical staff for jobsite “kiosks” to administer symptom and exposure checklist and temperature checks at jobsite. Allowable costs may include daily at-home screening via SMS texting, computer or smartphone applications that enable workers to answer daily screening questions before reporting to the jobsite.

2. Personal Protective Equipment

The purchase of personal protective equipment (PPE) for individual worker use while on a jobsite can include face masks, disposable gloves, body covers, face shields, and eye goggles. This list is not exhaustive, however, other PPE not listed above is subject to the scrutiny and approval of the Foundation. Subgrants can also be used to purchase jobsite sanitization equipment and supplies for use in disinfecting jobsites, for example sprays, wipes, hand-sanitizers, hand-washing stations, foot operated door openers and “foggers” that can be used to disinfect a large space. Subgrantees may also use program funding to contract disinfecting services for a jobsite.

3. Mental Health Support

Allowable costs may include services that help members of the construction industry manage mental health concerns including stress, grief, and related challenges. Cost covered by other means, including insurance and/or other grant programs are not allowable. Also, all personal expenses are unallowable.

4. Other pandemic-related safety measures for construction workers

Other costs not noted above that demonstrably support Coronavirus health and safety in the construction workplace.

**** Note that subgrantees may *not* utilize grant funds to pay for expenses that have been or will be covered under another coronavirus relief program. Audit and oversight stipulations are in affect.**

Application Evaluation Criteria

Grants will be awarded to applicants with completed responsive applications submitted by the established application deadlines (see Timeline section above). During application submission each applicant is required to clearly indicate within the application form whether they are requesting funds for reimbursement or for future anticipated expenses. Organizations may also submit a request for funding for both, reimbursement and anticipated expenses.

Applications and requested grant amounts will be evaluated with specific deliberate consideration given to an applicant’s eligibility and ability to effectively use the funds as stipulated by enabling statute. Ability to effectively use funds shall be assessed using certain measures (e.g. gross business revenue/annual budget, workforce size inclusive of employees and subcontractors, and/or size of community served). Relevant measures must be substantiated by supporting documentation stipulated in the grant application.

If any documentation is missing from the application, the application will be denied.

Requests for grant amounts that exceed the applicant’s ability to effectively and timely use awarded funds, as determined by the Foundation, shall be denied.

Applicants may re-apply if grants applications are denied. All applications shall be evaluated on a first-come, first-served basis.

Monthly Reporting Requirements

Subgrantees will be required to submit monthly program and fiscal reports on the specified reporting forms (C1 and C2) provided by the Foundation as well as paid invoices and payroll records by the required submission dates to be compliant with the terms and conditions of the grant.

Documentation for all expenditures must be retained for audit purposes. Documentation at a minimum must include receipts that specify vendor, line item level description, amount, and payment date. Unsubstantiated purchases shall be reimbursed by the subgrantee to the Foundation. Subgrantees may **not** utilize grant funds to pay for expenses that have been or will be covered under another coronavirus relief program. Audit and oversight stipulations are in effect.

Application & Submission Instructions

Step 1: Download and complete the following forms:

Attachment A-1 Scope (updated 9/25/20, 8:30 am)

<http://www.cagc.org/cagcdocs/foundation/Attachment-A-1-Scope-Sample-9-25-20.docx>

Attachment A-2 Budget (updated 9/23/20)

<http://www.cagc.org/cagcdocs/foundation/Attachment-A-2-Budget-Template-9-23-20.xlsx>

Attachment D State Grant Certification – No Overdue Tax Debts

<http://www.cagc.org/cagcdocs/foundation/Attachment-D-No-tax-delinquencies.docx>

Attachment E Federal Funding Accountability and Transparency Act (FFATA)

<http://www.cagc.org/cagcdocs/foundation/Attachment-E-FFATA-Requirements.docx>

Conflict of Interest Policy (sample)

<http://www.cagc.org/cagcdocs/foundation/conflict-of-interest-example.docx>

*Only non-profits are required to submit a Conflict of Interest statement. This form is an example for non-profits to follow if they do not already have a conflict of interest statement or policy for their organization. For profit companies and businesses are not required to submit a Conflict of Interest statement or form.

Step 2: If your budget request exceeds \$50,000, you must register at

[https://www.sam.gov/SAM/.](https://www.sam.gov/SAM/)

Before doing so, your organization has to establish an account to login to government accounts:

<https://sam.gov/SAM/pages/public/loginFAQ.jsf>)

If your organization has already registered in SAM once, use your existing SAM email address to create an account. If not, use your email to create an account.

What do I need to do?

You need to create a login.gov account, if you don't already have one. Your old SAM.gov username and password will not work anymore. You will need to:

1. Create a login.gov account - you only need to do this once
2. Enter an email address - use the same email address you use for SAM.gov (for system and individual federal or non-federal access)
3. Have a working phone number (mobile or landline) - login.gov will send you a security code

Step 3: Complete online application available through Smartsheet at
<https://app.smartsheet.com/b/form/b4a208ecc44741de84ec3e94f207b296>

All required forms and supporting documentation must be included in the application at the time of submission.

When completing your online submission to Smartsheet, please have all your documents and entity information on hand and prepared to submit in one session. Smartsheet does not have the functionality that allows applicants to save or return to applications.