



# Applicant Guidelines

## RISE Coastal Community Resilience Challenges

Flood Management  
Protection of Buildings  
Data Analytics  
Re-establishing Critical Utilities  
Reconnecting Neighborhoods

## About RISE

RISE is a non-profit, economic development organization with a mission to accelerate innovation and business growth around solutions to coastal communities' resilience challenges. RISE leverages local assets and global networks to enable businesses to develop, demonstrate and scale innovations that help coastal communities adapt to changing climate. RISE achieves this by running Coastal Community Resilience Challenges and offering funding and other resources from its Resilience Innovation Fund, Resilience Innovation Accelerator and Resilience Innovation Hub & Testbed.

## Coastal Community Resilience Challenges

RISE Coastal Community Resilience Challenges accelerate innovation by connecting problems in need of better solutions to innovators with new resilience-building technologies, products and services. RISE surfaces Challenges from diverse entities operating in coastal environments and sources innovators through global networks. Each Challenge has an actual occurrence in the Hampton Roads region of southeastern Virginia and is applicable to other coastal areas. RISE provides applicants access to data and regional subject matter experts for each Challenge.

## Resilience Innovation Fund

RISE offers nearly \$4 million in non-equity, non-dilutive funding from its Resilience Innovation Fund (RIF) to innovators with resilience solutions that create substantial new value, can be demonstrated in the Hampton Roads region of Southeastern Virginia, are scalable to other coastal regions, and can be built into sustainable businesses. The RIF is seeded with funds from the U.S. Department of Housing and Urban Development and the Commonwealth of Virginia.

## Resilience Innovation Accelerator

RISE accelerates the growth of businesses offering innovative solutions to coastal resilience challenges. The Accelerator works with awardees of the RISE Coastal Community Resilience Challenges to help businesses maximize the impact of the Resilience Innovation Fund and become sustainable after the RISE funding. The Accelerator offers a 2-month Innovation Commercialization Assistance Program (ICAP) based on the National Science Foundation's I-Corps techniques tailored to the resilience sector.

## Resilience Innovation Hub & Testbed

RISE brokers access to Hampton Roads resources to businesses in need of testing and demonstrating resilience-building innovations. RISE facilitates access to real-world pilot sites and permits, co-working office and workshop space, data and key stakeholders, entrepreneurial community, PR opportunities, and regulatory technical assistance.

## Timeline

March 16, 2020 12:00 pm EDT	Application submission deadline for the following Challenges: Flood Management, Data Analytics, Protection of Buildings, Re-establishing Critical Utilities, and Reconnecting Neighborhoods
April 13, 2020	Finalists announced and invited to pitch to the RISE Investment Committee for funding from the Resilience Innovation Fund and other resources from the Resilience Innovation Accelerator and Resilience Innovation Hub & Testbed. As part of the pitch invitation, the finalists will receive questions from the Investment Committee in advance to aid their preparation.
April 27-30, 2020	Finalists in-person pitch presentations to the Investment Committee in Norfolk, Virginia. Finalists have 30 minutes to present, with an additional 1½ hour for questions from the Committee.
May 8, 2020	Winners and funding levels announced. Winners will receive feedback from the Investment Committee. The Investment Committee may recommend making the award (or a portion of the award) contingent upon refinement of a business plan and/or workplan. In such case, the winners may be required to participate in a 2-month long Resilience Innovation Accelerator that will help them address Investment Committee’s concerns and recommendations. Each winner will receive a \$10,000 stipend for their participation and associated deliverables. Upon a successful completion of the course, the rest of the award will be authorized by RISE.
May 29, 2020	Deadline for the winners to sign contracts
The week of June 1 <sup>st</sup> , 2020	Launch of the Resilience Innovation Accelerator Launch of projects implementation
March 31, 2022	Deadline for projects implementation and contract closeout

\*All dates are subject to change by RISE

## Application Technical Assistance

During the pre-submission application period, RISE staff are available to answer general questions about the application and provide general subject matter technical assistance to all applicants. Technical assistance is limited to the application and process, and staff are unable to provide direct assistance in completing the application.

In order to answer applicants' RISE will be holding a series of webinars. These webinars will be open to anyone and attendance or non-attendance does not affect entrants' chances of success. Dates for the webinars will be posted on the RISE website.

## Application Eligibility

Anyone can submit a solution to the RISE Coastal Community Resilience Challenges<sup>1</sup> but only small businesses and non-profit entities will be eligible for funding from the Resilience Innovation Fund and support from the Resilience Innovation Hub.

## Funding Eligibility

To be eligible for funding from the Resilience Innovation Fund and other resources from the Resilience Innovation Hub, applicants must meet the following criteria:

- Entity is a non-profit organization or meet the definition of a small business, as defined by the U.S. Small Business Administration and found under [13 CFR Section 121.201](#);
  - Funds may not be used to directly assist a privately-owned utility for any purpose.
- Business or entity must be registered on sam.gov, have a DUNS number
- Must be eligible to receive funds from the United States government and adhere to applicable administrative requirements as outlined in 2 CFR §200 (please note that RISE provides extensive compliance assistance to meet these requirement);
- Must meet goals of the Coastal Community Resilience Challenge and be selected as a winner of one of the winners of the Challenge (for more details see Topic Eligibility);
- Must be able to demonstrate the proposed solution in the Hampton Roads region of Southeastern Virginia (for more details see Geography Eligibility).

Please note that applicants are not required to be a business or a non-profit entity and have a DUNS number or Sam.gov registration by the application submission deadline. However, applicants must be a small business or a non-profit entity and provide a DUNS number as well as sam.gov registration by May 29, 2020 which is the deadline for signing a contract with RISE if selected as a winner of the Coastal Community Resilience Challenge.

The DUNS number can be typically received within a week. The SAM.gov registration can take 4-6 weeks to receive, and applicants are strongly encouraged to begin this registration as soon as possible. There are no charges for either DUNS or SAM.gov registrations.

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<sup>1</sup> This document only applies to Flood Management, Data Analytics, Protection of Buildings, Re-establishing Critical Utilities, and Reconnecting Neighborhoods.

## Geographic Eligibility

Applicants must demonstrate that the proposed solution may be implemented in or directly benefit the Hampton Roads region of Southeastern Virginia. If an applicant is not located in the Hampton Roads region, the solution must be deployed, installed, tested or otherwise demonstrated in the region.

RISE can only select projects that provide a demonstrable economic and resilience benefit to the Hampton Roads region defined as: The City of Chesapeake; The City of Franklin; The City of Hampton; The City of Newport News; The City of Norfolk; The City of Poquoson; The City of Portsmouth; The City of Suffolk; The City of Virginia Beach; The City of Williamsburg; The Town of Smithfield; Gloucester County; Isle of Wight County; James City County; Southampton County; Surry County; and York County.

## Challenge Topic Eligibility

Solutions submitted to the Coastal Community Resilience Challenges must fall within of the five topic areas described below.

### *1. Flood Management Resilience Challenge*

#### Objective

RISE is looking for innovative technologies and approaches that address flood management issues of coastal communities, create substantial new value, can be demonstrated in Hampton Roads, are scalable to other communities, and can be built into viable and sustainable businesses.

We are particularly interested in innovative solutions for cost-effective management of ground- storm- and/or tidal water, either as affordable short-term mitigations, or low-maintenance, longer-term options in a variety of environments with high water tables.

#### Description of the Problem

The watershed management problem combines many of the following:

- tidal flooding overtopping seawalls
- tidal flooding tailwater in stormwater pipes producing flooding inland
- aging and undersized stormwater infrastructure limiting effective drainage
- high water table/groundwater limiting ability to store water underground
- large paved areas (e.g., parking lots) increasing run-off and localized flooding
- urban environment limiting access to existing infrastructure or new infrastructure installation

#### What We've Heard

Although not meant to be comprehensive, below are suggested topic areas in need of innovative solutions identified by entities operating in Hampton Roads and other coastal communities. Submissions do not need to be limited to these topic areas. However, to be eligible for funding from the RISE Resilience Innovation Fund, entrants **must focus on a Hampton Roads need**, while demonstrating the ability to scale to other communities.

- Stormwater storage/run-off reduction from existing parking lots and other large paved areas.
- Replacement of existing residential bulkheads with living shoreline.
- Novel living shoreline materials and/or techniques
- Enhanced water storage under commercial parking lots and other commercial sites in high water-table areas.
- Improved stormwater management in dense urban environments with low operations and maintenance costs.
- Active watershed management and control for existing infrastructure optimization.
- Application of augmented/virtual reality for resilience infrastructure installation, operations and/or maintenance.
- “Rainbomb” detection, warning and applications.
- Stormwater pump outflow water quality improvement by the removal of contaminants (e.g., fertilizers, dirt, oil).
- Use of city stormwater fee reduction (and other incentives) to alter existing parking lots to increase stormwater storage and reduce runoff.
- Sand replenishment techniques.
- Lower-cost smart self-cleaning techniques to remove litter from outfalls, ponds, and pipes.
- Innovative flood mitigation techniques and/or materials.

## 2. *Data Analytics Resilience Challenge*

### Objective

RISE is looking for innovative technologies and approaches that address data analytics challenges of coastal communities, create substantial new value, can be demonstrated in Hampton Roads, are scalable to other communities, and can be built into viable and sustainable businesses.

We challenge innovators to propose data analytics, integration, and accessibility for multiple applications to help coastal community stakeholders maintain public safety, meet logistics needs, protect property, as well as enhance quality of life, among other applications.

### Description of the Problem

To reduce the risk of living on the coast and adapt to more frequent disruptions, coastal communities seek to utilize data and new/existing sensor networks to improve their ability to more effectively:

- Prepare for, respond to, and recover from disruptions.
- Increase knowledge and awareness of interactions between ground-, storm-, and tidal waters and their effects and understand the economic impact of the use of this information.
- Interface real-time and forecast of flooding information and other environmental hazards with new technologies in a near- to mid- term time horizon (e.g., smart city data, self-driving/autonomous vehicles and traffic control, augmented/virtual reality technologies, etc.).

## What We've Heard

Although not meant to be comprehensive, below are suggested topic areas in need of innovative solutions identified by entities operating in Hampton Roads and other coastal communities. Submissions do not need to be limited to these topic areas. However, to be eligible for funding from the RISE Resilience Innovation Fund, entrants **must focus on a Hampton Roads need**, while demonstrating the ability to scale to other communities.

- Augmented/virtual reality applications for enhanced resilience infrastructure installation, operation, and maintenance.
- “Rainbomb” detection, warning and applications.
- Ground-, tidal-, and stormwater measurement networks.
- Machine learning approaches to improve flooding forecast and mapping.
- Innovative smartphone apps to enhance residents’ quality of life during acute and chronic (nuisance) stresses.

## 3. Protection of Buildings Resilience Challenge

### Objective

RISE is looking for innovative technologies and approaches that address buildings protection challenges of coastal communities, create substantial new value, can be demonstrated in Hampton Roads, are scalable to other communities, and can be built into viable and sustainable businesses.

We challenge innovators to propose solutions to maintain the viability of existing buildings facing flood risks. What are the structural or non-structural alternatives beyond traditional approaches such as costly house elevation that individual homeowners could buy? Could these approaches protect buildings for 15 - 30 years in the flood environment? Are there cost effective protections against the higher frequency, lower magnitude recurrent flooding?

### Description of the Problem

Buildings in flood plains experience different levels of flooding. Some buildings may experience several feet of flooding and may require substantial modification to remain viable (e.g., building elevation). Other may only experience a few inches (6-8 inches) and minor modifications may be required to avoid the costs of damage.

Many buildings experience up to 8" of flooding several times per year. To avoid recurring flood damage and insurance claims, effective, affordable and readily deployable remedies are needed.

Also of concern is how these modifications are to be paid for. Are costs shared amongst home/building owners, the City, and insurance companies (or others)? What are viable and sustainable options for funding these efforts? Homes in Norfolk Vision 2100’s “Yellow Areas” are representative of many of these issues (see Vision 2100 under Datasets). These areas are established neighborhoods that experience more frequent flooding.

## What We've Heard

Although not meant to be comprehensive, below are suggested topic areas in need of innovative solutions identified by entities operating in Hampton Roads and other coastal communities. Submissions do not need to be limited to these topic areas. However, to be eligible for funding from the RISE Resilience Innovation Fund, entrants **must focus on a Hampton Roads need**, while demonstrating the ability to scale to other communities.

- “Rainbomb” detection, warning and applications to protecting buildings quickly.
- Quick-reacting, affordable building protection for “rainbomb” (rapid, short-lived) flooding events.
- 3-D printing applications for building protection and resilience infrastructure.
- Innovative financial models to make building modifications and/or protections more affordable to building owners.
- Augmented/virtual reality applications for enhanced resilience infrastructure installation, operation, and maintenance as related to buildings.
- Adaptation retrofit techniques and/or materials.

## 4. *Re-establishing Critical Utilities Resilience Challenge*

### Objective

RISE is looking for innovative technologies and approaches that address re-establishing critical utilities resilience challenges of coastal communities, create substantial new value, can be demonstrated in Hampton Roads, are scalable to other communities, and can be built into viable and sustainable businesses.

We challenge innovators to propose solutions that re-establish and maintain critical utilities functionality to a significant defined critical urban facility.

### Description of the Problem

After an acute event, vital installations need to be made functional as soon as possible to prevent further degradation in the resilience of a community. The types of facilities to be considered in this topic are:

- A 250 bed Level I trauma center hospital
- Stand-alone outpatient facilities
- A major company's IT center
- A city block

Critical functionalities include:

- Electricity
- Potable water and wastewater management
- Cell phone communications
- 911 access
- Internet access

Portable systems should be deployed within 2 hours and provide 72 hours of continuous functionality to critical services.

## What We've Heard

Although not meant to be comprehensive, below are several suggested topic areas. Submissions do not need to be limited to these topic areas.

However, to be eligible for funding from the RISE Innovation Fund, entrants **must focus on a Hampton Roads need**, while demonstrating the ability to scale to other communities.

- Deployable critical utilities for major installations.
- "Rainbomb" detection, warning and applications to protecting and/or re-establishing critical utilities.

## 5. Reconnecting Neighborhoods Resilience Challenge

### Objective

RISE is looking for innovative approaches that address disconnected neighborhoods resilience challenge of coastal communities, create substantial new value, can be demonstrated in Hampton Roads, are scalable to other communities, and can be built into viable and sustainable businesses.

We challenge innovators to propose solutions that enhance the economic prosperity of urban neighborhoods which have been disconnected physically, economically, digitally from the rest of a thriving city.

### Description of the Problem

Urban development can often result in some low-income communities being physically cut off from the surrounding city by highways, vacant land and other barriers. This often contributes to a cycle of low skill jobs, poverty, and lack of economic prosperity for the neighborhood, residents, and the city as a whole. This situation is often exacerbated by the lack and unaffordability of basic modern services (e.g., internet broadband, and access to convenient affordable transportation).

In addition, it can be difficult to attract some of the basic businesses (e.g., food stores, gas stations, etc.) to economically disadvantaged neighborhoods.

### What We've Heard

Although not meant to be comprehensive, below are several suggested topic areas. Submissions do not need to be limited to these topic areas.

However, to be eligible for funding from the RISE Innovation Fund, entrants **must focus on a Hampton Roads need**, while demonstrating the ability to scale to other communities.

- Economically sustainable ride-sharing system.
- On-line training and placement services for assisting young adults in securing software or IT jobs remotely.
- Establishing local food and water supplies with local vendors and governments to be available to residents after a major storm (or other) event that leads to disruption of these supplies for more than 24 hours.

## Eligible Uses and Eligible Solution Costs

The RISE Resilience Innovation Fund (RIF) is funded with Community Development Block Grant funds and matching funds from the Commonwealth of Virginia, resulting from the National Disaster Competition led by the US Housing and Urban Development (HUD). Programs that RISE implements and projects funded through the RISE must meet HUD Community Development Block Grant – National Disaster Resilience (CDBG-NDR) funding regulations and requirements. Based on the requirements of these funds, the following uses are examples of RIF eligible funding uses. These activities must enhance the resilience of coastal communities.

- Purchase of fixed assets, working capital, salaries, and technical assistance to businesses,
- Prototype, planning, drafts, versions, and proof-of-concept development created prior to a final product,
- Installation and testing of prototype, or installation of pilots on publicly-owned property
- Recruitment and educational activities,
- Creation of plans, reports, or similar deliverables aimed at providing lessons learned, guidance, and best practices,
- Acquisition or rental of machinery, equipment or services if integral to the proposed project, program or plan,
- Administrative costs related to servicing or ensuring compliance with RIF requirements,
- Payments for salaries and support of staff or the contracting of an outside entity to implement any part of the project, program, or a plan,
- Provisions of technical assistance to businesses, such as preparation of financial packages, survey, engineering, legal, architectural or other similar assistance if integral to the proposed project, program, or plan,
- Expenses related to business recruitment, marketing, promotional activities, and related administrative expenses, including, but not limited to, salaries, travel, office expenses, advertising, legal and related costs

RISE reserves the right to consider items not included in the eligible cost list eligible at their discretion, provided those costs are consistent with the RISE mission and support economic development in the Hampton Roads region. All costs proposed shall be necessary and reasonable to deliver the solution. All costs are subject to the approval of eligibility and cost reasonableness, as determined by RISE. RISE may review any proposed costs and provide an eligibility determination to an applicant.

### Construction costs

For construction projects, applicants will be required to demonstrate to RISE that their project is feasible. This is satisfied if a registered professional engineer (or other design professional) certifies that the design meets the appropriate code or industry design and construction standards.

Construction activities are also subject to an Environmental Review. Depending on the scale and impact of the project, the Environmental Review can range from a determination that the activity is exempt from the environmental review requirement to a determination that a full Environmental Impact Statement is required before the project can proceed. Funded applicants should be aware that completing an environmental review can be a lengthy and time-consuming process, especially for any construction activities. Due to this, applicants should factor this time and effort into their proposal for funding. If the Environmental Review process timeline inhibits the successful completion of the project or project milestones, the RIF award may be rescinded.

Once funding decisions are made, RISE will provide technical assistance to funded applicants, instructing them of their responsibilities and guiding them through the environmental review process. Funded applicants will not be required to pay for their environmental reviews. RISE will complete the environmental review. RISE will provide in depth technical assistance to all applicants who are implementing construction activities under the RIF.

### Ineligible costs

The following costs are ineligible. Applicants may include these costs in solution budgets, so long as there is another source of funding which is responsible for covering the costs.

Pre-award costs	Costs incurred prior to the execution of the contract with RISE including the development of the CCC and RIF applications, prototypes, plans, or other work required to secure RIF funds, are not eligible for RIF funding.
Patents, copyrights and related legal fees	RIF funds cannot be used for the advancement of patents or copyrights of the solution, whether costs are incurred by applicant personnel, partners, vendors or contractors.
Single and multi-family residential projects	RIF funds cannot be used to provide new or rehabilitated housing units. However, solutions that are applied to residential properties or development, such as a prototype for a new mitigation method, may be considered for funding.
Debt payments	The refinancing or payment of existing debt, including secured and non-secured debt capital or interest payments are not an eligible use of RIF funds.
Penalty payments	The payment of governmental fines or penalties arising from late or improper payment of occupational taxes and fees, sales tax, income tax, or other penalties are not an eligible use of RIF funds.
Political or religious activities	All funded activities must be secular and apolitical in nature.
Buybacks	RIF funds may not be used to buy out current stockholders, equity holders, or any family members with vested interest in the applicant business or entity.
Investment instruments	RIF funds may be used to purchase investment instruments if required for the implementation or development of a program or plan. However, purchasing items for the sole purpose of increased return on investment or increased revenue alone is not allowable.
Buildings for the general conduct of government	Except to the extent necessary to fund the rehabilitation or reconstruction of public buildings, building or portions thereof, used for the general conduct of government cannot be assisted with these funds.
General government expenses	Expenses required to carry out the regular responsibilities of local government are not eligible for assistance.

Purchase of Equipment	The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing or depreciations is allowed. In addition, the purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible.
Operating and maintenance expenses	Any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible.
Improvements to Private Property	RIF funds may not be used for any improvements and installations on private property.
Income Payments	These funds may not be used to pay individuals or families for items such as food, clothing, housing, or utilities, withstanding emergency grant payments.

## Evaluation Criteria

RISE awards funds to applicants that demonstrate sufficient capacity to ensure they have a high likelihood of successful and compliant solution delivery. Submissions will undergo an eligibility and regulatory review and will be evaluated based on the following criteria and weighting:

### Strength of the solution & intellectual property (35%)

- Need addressed & value proposition
- Innovativeness
- Solution stage

### Business Plan (35%)

- Strength of entrepreneurs & management team
- Size of the market and revenue opportunity
- Strength of competitive environment
- Marketing, sales and partners

### Project Workplan (30%)

- Relevance to and advancement towards business plan goals
- Clarity and quantification of milestones and metrics
- Feasibility
- Costs and timeline reasonableness

## Selection Process

### Investment Committee Review

Applicants submit applications no later than March 16, 2020, 12:00 pm EST. Each application is scored by at least 3 judges. Part of this scoring includes a Technical Evaluation by subject matter experts. Once all scores and comments are consolidated, and the technical reviews are complete, the Investment Committee selects finalists who are invited to present their project, or pitch, to the Investment Committee for funding from RIF.

### Presentations

Selected finalists present their proposed project to the Investment Committee between April 27-30, 2020. Finalists will have 30 minutes to present, with an additional 1½ hours for questions and discussion from the Committee. Presentations take place in person in Norfolk, Virginia. As part of the pitch invitation, the finalists will receive questions from the Investment Committee in advance to aid their preparation.

### Investment Committee Conference

The Investment Committee will assess the presentations and RIF application as a complete package and make award recommendations to the RISE Executive Director.

## Structure of Financial Award – Loans and Grants

RISE is looking to fund innovative approaches that can be built into viable and sustainable businesses. This means businesses that generate revenues through sales of its product and/or attract further investment to grow or develop revenue sources. RISE intends for its funding to be used to get the company to that point.

**Applicants can apply for up to \$250,000<sup>2</sup>.** RIF awards come in two forms: 1) performance-based loan advancement and 2) performance-based, reimbursement grants. The award type and amount is determined by the RISE Executive Director based on the scoring and recommendations of the RIF Investment Committee and an underwriting analysis.

### Grant terms and conditions

Awardees that are awarded funds from RISE may be awarded a grant from RIF. Grants are awarded to selected applicants who need to develop, prototype, test, pilot or otherwise demonstrate a value proposition of their technology, product or service. All grant funds must be fully expended by March 2022 and closed out by April 2022. Payments made to the awardee under the grant are made on a reimbursement basis for eligible costs.

Applicants who are awarded a RIF grant must incur costs and request reimbursement for eligible expenses. RISE will work with each applicant to create a reimbursement schedule that is tied to deliverables and milestones. Reimbursements will be issued only for eligible expenses that are supported by the appropriate documentation and are directly linked to a project milestone. At a maximum, applicants with RIF Grants will be able to request reimbursement twice a month.

Awardees are required to meet the terms of the grant agreement. If the beneficiary does not meet the agreed upon deliverables, a portion of the entirety of the grant must be repaid. RISE will determine a repayment plan on a case-by-case basis, with all repayments due by April 2022.

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<sup>2</sup> RISE reserves the right to increase this threshold.

RISE requires its funded applicants to repay all or a portion of their grant for any of the following reasons:

- Failure to abide by the terms and conditions set forth in the grant Agreement;
- Failure to achieve successful completion of the activity funded by the grant;
- Failure to follow any federal, state, or local laws, regulations, and requirements.

### Loan terms and conditions

There are two forms of loans offered by RISE: Revenue Based Loan and Fixed Payment Loan. All applying companies will be considered for the Revenue Based Loan. However, if a company prefers the Fixed Payment Loan over the Revenue Based Loan, it must submit the additional documentation requested in the application. Both Loans are described below:

#### **Revenue Based Loan:**

Companies are awarded an amount based on their capital needs and projected revenue stream. Payments are made monthly to RISE based on the company's monthly gross revenue from sales (as defined by GAAP). Key features of this loan include:

- No collateral required
- No board seats or personal guarantees
- Return caps of 1.2x – 2.0x
- Repaid over up to 5 years
- Up to 20% of monthly revenues

Only those revenues associated with the product or service proposed are considered. The loan tranches will be defined around achieving revenue milestones. Terms of this loan (e.g., percentage of monthly gross revenues, term, cap) will all be negotiated individually between RISE and the company based on the financial model. No traditional underwriting will be required to receive this loan. This loan is non-dilutive.

#### **Fixed payment loan:**

Companies who apply for this loan are awarded an amount based on their capital needs and their financial wherewithal to repay the loan. The loan principal is paid back with a zero percent interest rate. Terms of this loan (e.g., term, payment disbursement milestones) will be negotiated individually between RISE and the company. Underwriting is required. This loan is non-dilutive.

RISE or its underwriting entity will also complete an underwriting review of fixed payment loan applications selected as finalists. An analysis of the applicant and solution includes the following: All application materials, P&L and balance sheets; credit and financial background of guarantor or principle(s) (if applicable); business plans; and the use of funds and potential for impact. Social Security Numbers for all guarantors/principals may be requested at a later date as part of the evaluation process for credit/background checks. RISE or its underwriting entity may also conduct a phone review/interview to discuss the details of the proposal.

Grant awards may be combined with either of the loan types mentioned above.

Loans must be fully expended by March 2022. They are awarded to selected applicants who already have a product and seek funding to launch or grow their revenue generation by refining and/or piloting their resilience-building solution, launching or scaling marketing, sales, fabrication and other capacity.

Loans are structured around milestones and payments are made according to the milestone schedule outlined in the loan agreement. If the deliverables are not met, the loan will enter repayment.

Applicants who are awarded a loan from RIF will be allowed to drawdown funds in a reasonable advance of any expenditures. Loan draws will be limited to the anticipated expenses of each project phase. RISE will work with each applicant to create a drawdown schedule that is tied to deliverables and milestones. Future draws will only be authorized once the appropriate documentation for eligible expenses in the preceding draw has been submitted and deliverables are completed. At a maximum, applicants with RIF Loans will be able to request draws monthly. The remainder of loan terms are negotiated on a case-by case basis.

The following is a non-exhaustive list of appropriate documentation that may be used to support eligible expenses for grants and loans:

- Receipts
- Invoices that show proof of payment
- Cancelled checks
- Paystubs that detail date, hours, and work completed

## Resilience Innovation Accelerator

Winners will receive feedback from the Investment Committee and an underwriting entity (where applicable). The Investment Committee may recommend making the award (or a portion of the award) contingent upon refinement of a business plan and/or workplan. In such case, the winners may be required to participate in a 2-month long Resilience Innovation Accelerator program that will assist the winners with addressing the Investment Committee's concerns and recommendations. Each winner will receive a \$10,000 stipend for their participation and associated deliverables. Upon a successful completion of the course, the rest of the award will be authorized by RISE. If the Investment Committee recommends this course and the applicant, for any reason, decides not to participate, the applicant is free to withdraw from the program at that time with no penalty. The applicants are not guaranteed any funding for their projects until they successfully complete the course (if required by the Investment Committee).

The Accelerator offers the Innovation Commercialization Assistance Program (ICAP) based on the National Science Foundation's I-Corps techniques tailored to the resilience sector and specific feedback from the RISE Investment Committee. The goal is to increase the likelihood of the businesses becoming sustainable and attracting private capital and/or customers after the RISE's RIF award. Following the course, the winners will continue to have access to the Accelerator business mentors for additional six months.

## Resilience Innovation Hub

In addition to funding and business assistance through the Resilience Innovation Accelerator, the winners will gain access to a suite of Resilience Innovation Hub resources free of charge for a duration of their contract with RISE, including:

- Co-working office space
- Fabrication, assembly and testing space in a warehouse/workshop space
- Assistance with securing real-world pilot sites in one or multiple Hampton Roads cities
- Datasets

- Access to experts from Hampton Roads local governments and other regional stakeholders depending on a project (e.g. NAVY, NASA, Port of Virginia, Hospitals, Universities, etc.)
- Access to Hampton Roads entrepreneurial community and programing
- PR opportunities and media visibility
- Regulatory/compliance technical assistance and assistance with permits

## Award Appeals Process

Applicants are notified by email regarding the results of their application. Applicants who are not selected for funding can appeal their determination. Applicants must make appeals within 15 calendar days after receipt of the notification. Appeals must be received in writing and include supporting documentation to justify a change in status. RISE will notify the appealing applicant when an appeal is received.

All appeals are reviewed in the order in which they are received by the Chief Strategy Officer of RISE. The Chief Strategy Officer makes an appeal determination and forwards to the Executive Director for confirmation and approval. The results of the appeal are provided to the applicant by email within 30 days of appeal acceptance.

### *Award amount appeals*

Applicants selected for funding can appeal the awarded amount of funding. Appeals for awarded amounts must include sufficient documentation to revise an award offer, such as:

- Updated financial statements;
- Newly identified private funds, loans, or equity;
- Updated cost estimates; and/or,
- Revised scopes and deliverables.

The award appeal process does not allow for substantial revisions of applications and appeals that substantially alter the original proposal are not accepted.

Appeals of the amount of loan funds awarded may require a revised underwriting analysis. The underwriting analysis may adjust the review timeframe for appeal determinations beyond the standard 30-day window. Before a revised underwriting review occurs, the Chief Strategy Officer makes an initial determination on the merit of the appeal to prevent duplicative efforts from the underwriting team.

Following approval from the Chief Strategy Officer, the Executive Director, and a satisfactory underwriting review, if applicable, the applicant is offered of a revised award amount.

### *Board appeals*

Applicants who have had their appeal denied for award amount or participation in RIF may direct their appeal to the RISE Board of Directors. Appeals to the Board must contain a detailed rationale justifying the reversal of the Chief Strategy Officer's decision.

Appeals to the Board must be made in writing within 10 calendar days of receipt of the appeal determination from RISE. The Board reviews appeals during their regularly scheduled quarterly board meetings and documents appeal decisions made in meeting minutes. Appeal determinations are made when most of the Board reaches a decision regarding the appeal. The results of the appeal are provided to the applicant by standard mail and email. Decisions reached by the Board are final.

## No Requirement of Award; Non-commitment

Notwithstanding any other provision of this document to the contrary, the Coastal Community Resilience Challenges do not commit RISE to award any funding to any applicant. RISE reserves the right to reject any and all applications or any portions thereof, at any time, and to cancel the Challenges and to request new applications under a new Challenge or other vehicle.

## Monitoring and Oversight

RISE monitors each funded applicant throughout the lifetime of their loan/grant. Monitoring serves to identify risks and deficiencies early in the process, so that any issues may be remedied at the outset. In general, the levels of monitoring range from desk auditing, to on-site monitoring, to integrity monitoring. Any risks and deficiencies identified result in a request for timely corrective action from the entity being monitored. RISE provides Technical Assistance (TA) to all entities being monitored in order to facilitate compliance with all applicable federal, State, and local regulations.

## Key Regulations

RISE and its funded applicants must adhere to all applicable State and federal laws, rules, and regulations. This section provides a summary of the significant and applicable federal regulations for the RIF awards. RISE provides extensive regulatory and compliance technical assistance to its awardees during the entire period of their projects.

### Procurement requirements

Funded applicants will be required to follow 2 CFR 200.318-326. RIF awards must be expended in compliance with 2 CFR 200, which outlines cost principles, and procurement standards. All costs are subject to the approval of eligibility and cost reasonableness, as outlined in [2 CFR 200.404](#)

Where applicable, the requirements set forth at 2 CFR Part 200 will apply to the procurement, selection, and contract requirements of any participating consultant, vendor, or contractor that engages with the applicant in the course of expended grant and/or loan funds. <sup>(1)</sup><sub>SEP</sub>

### Cross-cutting requirements

#### *Americans with Disabilities Act (ADA)*

RISE takes affirmative steps to ensure that qualified persons with disabilities are informed of the availability of program services and activities, and RISE's programs or services are readily accessible to, and usable by, individuals with disabilities. RISE will also ensure that handicapped persons are provided with benefits and services as those provided to non-handicapped individuals; And will ensure that all programs and activities are accessible, both structurally and administratively, to handicapped and disabled persons. The types of reasonable accommodations that can be provided include accommodations or adjustments to a rule, policy, practice, or service.

#### *Davis-Bacon Act and Related Acts (DBRA)*

Construction projects over \$2,000 must comply with Davis Bacon Act and Related Acts. The [Davis-Bacon Act and Related Acts \(DBRA\)](#) requires all contractors and subcontractors funded whole or in part with CDBG-DR financial assistance through the RISE in excess of \$2,000 to pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the

area. In some cases, Commonwealth of Virginia Prevailing Wage Law is in effect. In these cases, the higher prevailing wage rate between the federal and State must be adhered to and made applicable. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular pay for all hours worked over 40 in a work week.

Additionally, RISE must follow the reporting requirements per the United States Department of Housing and Urban Development (HUD) and Department of Labor (DOL) regulations. This requirement also extends to RISE's funded applicants and contractors.

The Monitoring and Compliance Department (MCD) ensures that RISE's applicable programs and services are in compliance with DBRA through the submission of weekly payrolls as well as interviews with laborers. RISE utilizes its Davis-Bacon FTP Submission website and electronic tracking system to both track and monitor weekly payroll submissions by contractors.

#### *Equal Employment Opportunity*

[Executive Order 11246](#), Equal Employment Opportunity, as Amended, prohibits federal contractors and federally-assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. This regulation is adhered to within RISE programs.

#### *Fair Housing*

The [Fair Housing Act](#) requires all grantees, sub-recipients, and/or developers funded in whole or in part with HUD financial assistance to certify that no person was excluded from participation in, denied the benefit of, or subjected to discrimination in any housing program or activity because of their age, race, color, creed, religion, familial status, national origin, sexual orientation, military status, sex, disability or marital status. RISE enforces the Fair Housing Act by ensuring that all grantees, sub-recipients, and/or developers meet the applicable Fair Housing and Affirmative Marketing requirements and provide a marketing plan and report on compliance in accordance with the Fair Housing Act and the associated forms on HCR's website, where applicable. The Affirmative Marketing Plan must be in compliance with applicable Fair Housing Laws and demonstrate how the Applicant will affirmatively further fair housing throughout applicable RISE disaster recovery programs.

#### *Fair Labor Standards Act of 1938, as Amended (FLSA)*

The [Fair Labor Standards Act of 1938](#) (FLSA) establishes the basic minimum wage levels for all work and requires the payment of overtime at the rate of at least one and one-half times the basic hourly rate of pay for hours worked in excess of 40 per week.<sup>5</sup> These labor standards are applicable to the entire construction contract whether or not CDBG-DR funds finance only a portion of the project. Excluding the exceptions listed below, all workers employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under RISE CDBG-DR program must be paid wages at rates not less than those prevailing on similar construction in the Locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended. In some cases, Commonwealth of Virginia Prevailing Wages and Davis-Bacon Prevailing Wages both apply. In such instances, the higher of the two prevails.

Exceptions to Fair Labor Standards Act of 1938, as Amended (FLSA) include:

- Construction contracts of \$2,000 or less;

- Real property acquisition;
- Architectural and engineering fees;
- Other services (such as legal, accounting, construction management);
- Other non-construction items (such as furniture, business licenses, real estate taxes);
- Rehabilitation of residential property designed for fewer than eight families; and,
- Demolition and/or clearance activities, unless related to construction (demolition and clearance as independent functions are not considered construction). Contact a RISE CDBG-DR Labor Specialist for assistance.

### *Limited English Proficiency (LEP)*

Federal Executive Order 131661 and State Executive Order #26 require RISE and all satellite offices, programs, subrecipient, contractors, subcontractors, and/or developers funded whole or in part with CDBG-DR financial assistance to ensure fair and meaningful access to programs and services for families and individuals with LEP and/or Deaf/Hard of Hearing. RISE ensures fair access through the implementation of a Language Assistance Plan (LAP) which includes non-English based outreach, translation services of vital documents, free language assistance services, and staff training. RISE’s LEP Coordinator is responsible for coordinating all activities associated with the LAP, and the (MCD) monitors its implementation. Refer to the “Language Assistance Plan” Provision of Language Assistance Services for additional guidance and protocols. Refer to the “Language Assistance Plan” Provision of Language Assistance Services for additional guidance and protocols.

### *Minority/Women-Owned Business Enterprises (MWBE)*

The federal [Executive Order 12432](#) guidelines requires for selected federal agencies to promote and increase the utilization of Minority Business Enterprises. 24 CFR 85.36 requires grantees to ensure that all sub-recipients, contractors, sub-contractors, and/or developers funded in whole or in part with HUD CDBG-DR financial assistance to make a commitment or demonstrate an acceptable “good faith effort” toward ensuring that contracts and other economic opportunities are directed to small and minority firms, women’s business enterprise, and labor surplus area firms. In addition, RISE ensures compliance by requiring sub-recipients, contractors, and/or developers to achieve an overall MWBE participation goal of 30 percent of the entire contract value, consisting of 15 percent for Minority-Owned Business Enterprises (MBE) and 15 percent for Women-Owned Business Enterprises (WBE). RISE verifies MWBE certification and monitors to ensure compliance with all reporting requirements.

### *Section 3*

Construction projects over \$100,000 must comply with Section 3 hiring regulations. Section 3 of the Housing and Urban Development Act of 1968 requires grantees, sub-recipients, contractors, sub-contractors, and/or developers funded in whole or in part by the CDBG-DR funding, to the greatest extent feasible, extend hiring opportunities and contracts to Section 3 eligible residents and businesses. Section 3 eligible residents are low- and very low- income persons, particularly those who live or reside in public or government assisted housing. For those entities that receive more than \$200,000 in HUD CDBG-DR assistance and contractors that are awarded covered contracts that exceed \$100,000, RISE requires that an approved Section 3 plan be in place before the project is awarded and approved. RISE’s Monitoring and Compliance Team monitors contracts with, sub-recipients, contractors, subcontractors, and/or developers. RISE manages the education and outreach efforts, reviews the proposed Section 3 Plans, and provides Technical Assistance (TA) when needed.

## Appendix A

### General Instructions for Registering in DUNS/SAM.GOV

If you have not previously registered in **DUNS or SAM**, read all instructions below before you register in these systems.

#### Important Facts

1. All organization/entity information MUST BE IDENTICAL IN BOTH DUNS and SAM.
  - You cannot enter one address for DUNS and then a different address for SAM. This will cause a system error and result in significant delays.
  - You cannot have unequal spacing between words in the primary contact information fields. Be very precise when entering all data.
2. Certain internet browsers work better than others for navigating the SAM system. If you have technical difficulties read “Browser Settings for Optimal Use of SAM”:  
<https://inside.fws.gov/media/FinancialAssistance/Documents/Browser%20Use%20of%20SAM.pdf>
3. Obtaining a CAGE or NCAGE code is an important first step in this process.
4. For SAM Customer Service, contact:
  - Federal Service Desk: [www.fsd.gov](http://www.fsd.gov)
  - US Calls: 1-866-606-8220
  - International Calls: 334-206-7828
  - You may also contact your DIC point of contact
5. There is no registration fee for DUNS or SAM for any organization that is a financial assistance recipient of the US government, including contracts, grants, and cooperative agreements.
6. There are businesses that will assist in registration for a fee, but you are not required to make payment to any DUNS representatives for purposes of contracts, grants, or cooperative agreements.

#### SAM.GOV Instructions: Read prior to application

1. Go to [www.sam.gov](http://www.sam.gov)
2. Click on the “Help” Tab.
3. Click on the “FAQs” Tab, read the “SAM User Help” information.
4. Click on the “User Guides” tab, then the “Quick User Guides” tab below.
5. Read the “Quick Start Guide for Entities Interested in Being Eligible for Grants.”  
[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

6. Click on “Full User Guide” and download full instructions for completing SAM registration. This guide contains step-by-step screen shots to assist in the registration process.
7. Also under the “User Guides” tab are “Demonstration Videos:”
  - SAM Overview Video
  - Register a New Entity in SAM to be Eligible for Grants and Other Federal Assistance
  - Migrating Your Legacy System Roles
8. For SAM frequently asked questions (FAQs), go to: <https://www.sam.gov/portal/public/SAM/>
9. Once you have read through the formal instructions on the SAM website, you can use the instructions below for basic reference when entering SAM organizational information.
10. If you are awaiting an assistance award from DIC, please email your Grant Specialist once you have completed SAM registration.

### Basic Instructions for completing SAM entry registration

1. First, complete DUNS registration for your organization. See below for DUNS information.
2. Click "Register New Entity" under "Manage Entity" on your "My SAM" page
3. Select your Entity type
4. Select "NO" to "Do you wish to bid on contracts?"
5. Select "YES" to "Do you want to be eligible for grants and other federal assistance?"
6. Complete "Core Data"
  - Validate your DUNS
  - Enter Business Information
  - Enter CAGE code if you have one. If not, one will be assigned to you after you have completed your registration. Non-domestic registrants must enter NCAGE code.
  - Enter General Information (business type, etc.)
  - Financial Info (EFT)
  - Proceedings detail
2. Complete "Point of Contact"
3. The entity's registration should be active in 3-5 business days (10 business days for manual validations.)