

Remote Worker Guidelines – FAQs

1. Our company does not offer remote locations. Do we need to do anything? **No. Only grantees that are utilizing remote workers to fill eligible positions that do not otherwise have remote locations in their CEDA should request an amendment.**
2. Our company offers hybrid work. No employees are fully remote. Do we need to ask for an Amendment to add Remote Workers? **No.**
“New Employee” means a Full-Time Employee that is:
hired for the Project,
employed at the Facility,
reporting there **at least four (4) days a month**,
who represents a net increase in the number of the Company’s employees in North Carolina [over the Retained Employment],
and who is not a worker with an H-1B visa or with H-1B status.
3. Our CEDA does not contain the four (4) days a month language. Do we need to have the CEDA amended to include this language? **No. Commerce considers the addition of “at least four (4) days a month” in the definition of New Employee to be a clarification, rather than a new standard. As such, the same definition will be applied to all CEDAs with respect to how often an employee must be at the Facility before they are considered a New Remote Employee, and older CEDAs do not require amendment in order for this standard to apply.**
4. Our company has not yet decided if we will have full time remote or a hybrid situation. What is the deadline for requesting a CEDA amendment to add Remote Workers? **There is no deadline. However, if the company has eligible remote workers reported on its GAR, the GAR cannot be finalized until the CEDA amendment is executed by all parties.**
5. Our grant is in a Tier 1 county. Why would our grant’s Utility Account disbursement be treated as a Tier 3 county? **In order to meet the statutory requirements of §143B-437.56A (Multilocation Projects), any grant in a Tier 1 or Tier 2 county requesting more than 34% remote workers must be treated as a Tier 3 project, with 25% of the grant funds transferred to the Utility Fund.**
6. Some of our Remote Workers live in another state. Can they be considered an eligible remote worker? **All remote workers must WORK in North Carolina.**
7. Our company was approved for compliance relief and unlimited remotated workers for the 2020 and 2021 grant years. Do we need to complete an Amended Application to add Remote Workers if we plan to continue to utilize a remote workforce for our JDIG project? **Yes. The compliance relief for remote workers ended with the 2021 grant year.**

8. Our company did not request compliance relief for remote workers for the 2020 and 2021 grant years, but we did utilize remote workers during those grant years. What should we do? [Complete the Application to add Remote Workers and, in answering Question 8, request the Grant Year during which your company began utilizing New Remote Employees for the JDIG project.](#)
9. Our grant is in a Tier 1 county. Do I have to submit the local government certification? [All Grantees, regardless of the grant's Tier, requesting 75% or more eligible Remote Workers must have the Local Government Certification completed.](#)
10. We will be requesting more than 75% remote workers. Who do I send the Local Government ("LG") Certification to for signatures? [Work with the county and city/town economic development officials where the Facility is located. The LG Cert should be signed by any LG staff with signatory authority.](#)
11. What do I provide to my LG when asking for their remote worker approval? [Contact your county and city/town economic development officials and ask what information they require. There are 100 counties in the State and each may have different requirements.](#)
12. I have completed the Remote Worker application and it is signed and notarized. Can I submit this separately from the executed LG Certification? [No. All required application items must be submitted at the same time to \[cfc@commerce.nc.gov\]\(mailto:cfc@commerce.nc.gov\).](#)
13. Do I answer Q13 before I send the LG Certification to the LG contact? [Discuss the situation with the LG and have them sign the Certification prior to answering Question 13 and having the Application to Add Remote Workers signed by the grantee and guarantor \(if applicable\).](#)
14. Our project received incentives from the city and county, but there is only one Local Government certification. Can additional certifications be provided? [Yes. You may right click on the Certification and create additional worksheets.](#)
15. Is grant year the same as calendar year? [No. Grant year is defined in the CEDA as the period between January 1st and December 31st. Grantees are required to file the GAR for the previous grant year by March 1st each year. \(Example: Grant Year 2021 is the period between January 1 and Dec 31, 2021. The 2021 GAR was due March 1, 2022\).](#)
16. Should I begin this application process by getting the LG cert executed and THEN finish my application and send to cfc@commerce.nc.gov? [Yes.](#)
17. How do I submit the Application to add Remote Workers? [Email the fully executed application to \[cfc@commerce.nc.gov\]\(mailto:cfc@commerce.nc.gov\). Providing the signed and notarized documents as a pdf is acceptable.](#)
18. Are electronic signatures and/or notaries acceptable? [Yes.](#)