



## About the Open Grants Program

The Open Grants Program is Golden LEAF Foundation's year-round funding opportunity for eligible organizations pursuing economic development in North Carolina's rural, tobacco-dependent, and economically distressed communities. Golden LEAF makes one-time investments in projects with lasting potential. Grant funds are meant to launch or expand opportunities that will continue independently after the grant ends.

Applications are accepted on a rolling cycle throughout the year. Please refer to our [Grant Programs Calendar](#) for application due dates. Awards in the Open Grants Program will be \$500,000 or less.

## Priority Funding Areas

All projects must align with at least one of the three priority funding areas below. Competitive applications will demonstrate measurable outcomes that address Golden LEAF's [priority funding areas and priority outcomes](#). If you are unsure whether your project is a good fit, please [contact Golden LEAF staff](#) before applying.

<b>Job Creation &amp; Economic Investment</b>	Projects that stimulate economic growth, attract employers, expand publicly owned infrastructure to support economic growth, or create full-time jobs.	Examples: public water sewer extensions to industrial sites, pump stations for publicly owned industrial parks, medical equipment for expanding non-profit healthcare providers that will create jobs, infrastructure for nonprofit housing developments.
<b>Workforce Preparedness</b>	Projects that prepare people for high-demand careers and strengthen workforce pipelines.	Examples: new and expanded workforce training programs at community colleges, high school CTE pathways, industry certifications, work-based learning.
<b>Agriculture</b>	Projects that strengthen agricultural operations, expand markets, deliver farmer training, or improve agricultural infrastructure.	Examples: farmer training, new crop development, shared use equipment for farmers, value added agricultural enterprises, expanded markets for agricultural products, applied research.

More details regarding Golden LEAF's priority areas and priority outcomes are available on our [website](#).

## Organization Eligibility

<b>Governmental Entities</b>	Counties, municipalities (cities/towns), school districts, community colleges, colleges and universities, etc.
<b>501(c)(3) Nonprofits</b>	Must have a current IRS determination letter. Organizations with at least 2–3 years of history are more competitive. Newer nonprofits may apply but should <a href="#">contact staff</a> first.

For-profit businesses and individuals are not eligible for Golden LEAF funding.

Applications from ineligible entities will be declined by Golden LEAF staff.

## Application Process

The Open Grants Program uses a two-stage application process that extends over two Golden LEAF Board-meeting cycles. Golden LEAF has [established a calendar](#) to provide applicants guidance on when to expect a decision regarding their submission. Golden LEAF staff work with applicants to bring applications before the Board as soon as possible. We encourage applicants to take the [Project Fit Quiz](#) prior to submitting an application and to [contact Golden LEAF staff](#) to learn more about Golden LEAF funding and processes.

<b>Stage 1 Applications</b>	Short, preliminary application with fewer attachments, establishes project fit and alignment, initial screening by the Golden LEAF Board for invitation to Stage 2
<b>Stage 2 Applications</b>	Full, detailed application with substantial documentation required, demonstrates implementation readiness, Board consideration for funding of project

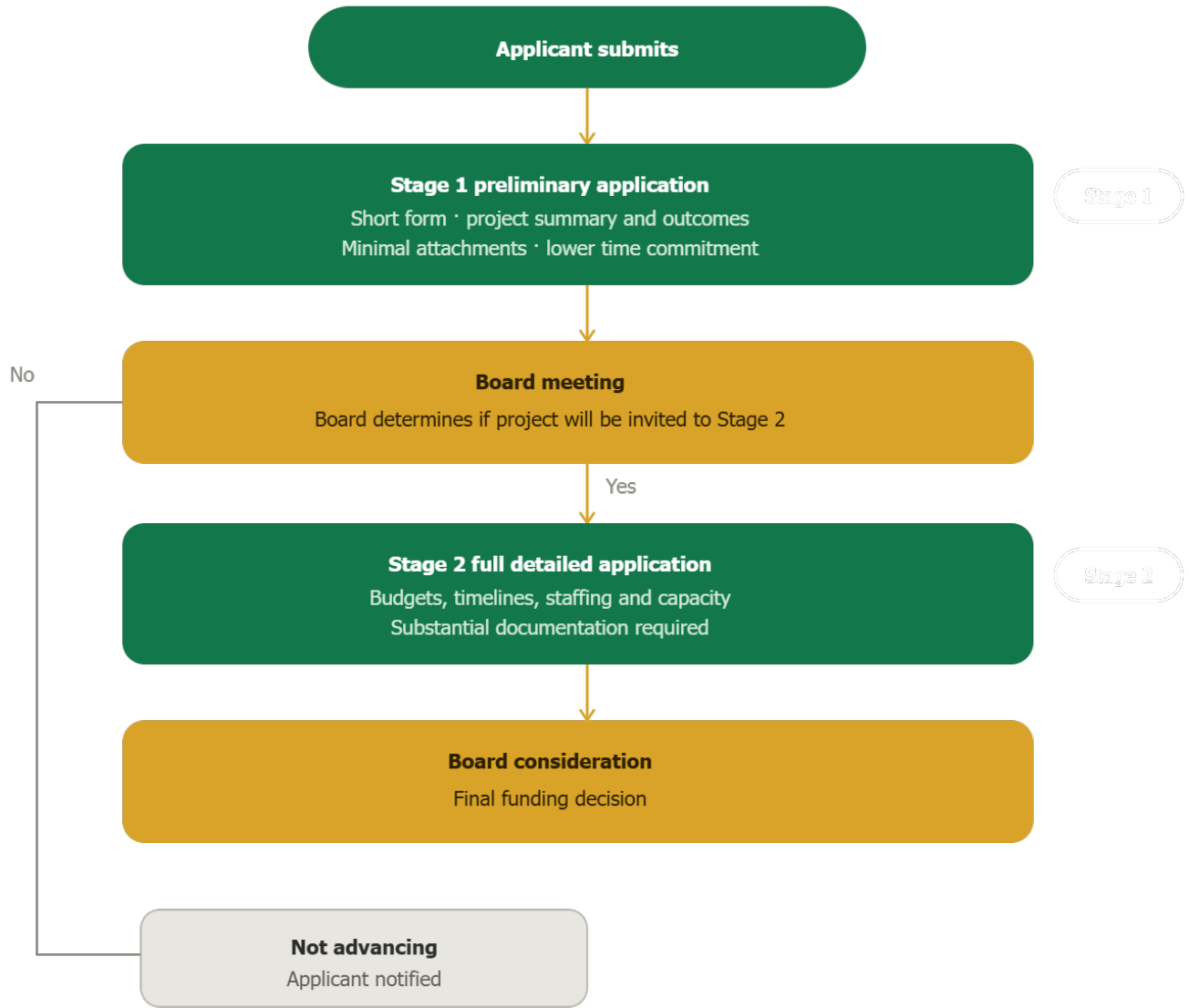
All applications from eligible organizations are reviewed by Golden LEAF staff and the Golden LEAF Board.

Staff may contact applicants for additional information during Stage 1 and will conduct detailed due diligence, including a site visit, for all Stage 2 applications.

Before applying, we encourage all applicants to contact Golden LEAF staff to discuss the application process, eligibility, and priority funding areas to confirm your project is a strong fit.

Important: If an application is declined at either stage, the applicant must wait six months to resubmit an application for the same project. An eligible applicant can submit a new application for a different project at any time.

# Application Stages Process



Important: An invitation to Stage 2 indicates the Golden LEAF Board’s interest in learning more about the project but does not guarantee all or partial funding.

## General Application Procedures (Stage 1 and Stage 2)

### Create a Fluxx Profile to Access the Online Application Portal

All information and documentation will be entered in the Fluxx Grants Management system. Please use this [link](#) to create your account. For Fluxx-related questions, access [Grant Portal Resources](#).

### Document Formatting Requirements

All attachments must follow these standards unless specific instructions say otherwise:

<b>Font size</b>	No smaller than 10 point
<b>Font color</b>	Black only; no colored text
<b>Line spacing</b>	Single-spaced
<b>Margins</b>	1 inch on all sides
<b>Paper size</b>	8.5" x 11" (technical reports and maps may use larger sizes)
<b>No multiple documents</b>	Combine related files into one file per required attachment
<b>Budget form</b>	Submit the Golden LEAF Microsoft Excel form ONLY. Do not convert to PDF. This is a common error.
<b>File labels</b>	Label each file: Organization Name — Attachment Title (from checklist below)

### Organizational Contacts

Complete these fields in the Fluxx portal. If invited, this information will be carried forward to Stage 2.

<b>Contact Role</b>	<b>Required?</b>	<b>Description</b>
Primary Contact	Required	Receives all emails from Golden LEAF including automated Fluxx emails. Must be an employee of the applicant organization. Contact <a href="mailto:grantportalhelp@goldenleaf.org">grantportalhelp@goldenleaf.org</a> if this person is not an employee of the applicant organization.
Primary Signatory	Required	Must be an employee or board member authorized to sign on behalf of the applicant organization. If a grant is awarded, only the Primary and Alternate Signatories will be allowed to submit budget modification or extension requests.
Alternate Contact 1	Optional	Secondary point of contact.
Alternate Contact 2	Optional	Additional contact.
Alternate Signatory	Optional	If included, must be an employee or board member with signing authority. Has the same implementation authority as the Primary Signatory.

## Stage 1 Application Procedures

The Stage 1 application is intentionally short to limit the effort your organization has to expend on the initial submission of the project. For Stage 1 applications, Golden LEAF wants to understand what problem you are solving, how the project helps the community, and which Golden LEAF Priority Funding Area it addresses. The Golden LEAF Board will use this information to assess whether to issue an invitation to Stage 2.

Important: An inquiry is not the same as a Stage 1 application. An inquiry meeting with Golden LEAF staff is designed to answer initial questions prior to your submission of a Stage 1 application.

### Step 1: Project Information Fields

<b>Project Title</b>	A clear, descriptive title for your project.
<b>Program Area</b>	Select "Open Grants" from the dropdown.
<b>Amount Requested</b>	Amount requested of Golden LEAF. Awards will be \$500,000 or less.
<b>Total Project Budget</b>	Full project cost including the Golden LEAF request, matching funds, and all other sources. Co-investment from other committed funders may strengthen the application.

### Step 2: Four Narrative Questions

These are typed directly in the Fluxx portal. Character limits include spaces. Limits are strict.

<b>Project Summary</b> Up to 1,150 characters	Describe project implementation. How the project meets Golden LEAF funding priorities, and how it will benefit tobacco-dependent, economically distressed, and/or rural communities and the people who live there, and how you will implement the project.
<b>Sustainability</b> Up to 1,150 characters	Describe plans to sustain funding for the project beyond the grant.
<b>Outcomes Summary</b> Up to 1,150 characters	Describe the project's expected deliverables and results. How will progress and success be measured?
<b>Organization History</b> Up to 1,150 characters	<u>This section is optional for governmental entities.</u> Briefly describe the organization's history, current programs, and accomplishments. Include a short summary of the organization's mission, goals, and objectives.

### Step 3: Required Attachments for Stage 1

Before starting your application, download all required forms from the [Open Grants Resource Page](#).

For descriptions on the Stage 1 required attachments, please refer to the Application Attachments section.

## Stage 2 Application Procedures

Stage 2 is by invitation only and shows the Golden LEAF Board’s interest in learning more about your work. Golden LEAF will be looking for clear, detailed evidence that your project is realistic and ready for implementation, your budget and timeline are sound, your outcomes can be measured, and your organization is equipped to manage the funds responsibly and sustain the work long-term. The sections that follow will walk you through everything you need to complete a Stage 2 application, including key deadlines, the due diligence process, and important policies to be aware of along the way.

It is important to note that you will have approximately three (3) weeks from the invitation date to make that submission for review at the following Board meeting. See this [timeline](#) for information.. If the application is not submitted on time, Golden LEAF may rescind the invitation. If the invitation is rescinded, your organization will be required to restart the process with a new Stage 1 application.

When you completed your Stage 1 application, you entered information about your organization. This information, including points of contact and signatories, remains in Fluxx for your Stage 2 application. Please verify this information. Additional fiscal information fields will also appear in the online application in Fluxx. Collect all required financial documents before logging into the portal to prevent errors and incomplete saves.

### Documents to collect:

- Current-year operating budget (must match the budget figure you enter in the portal exactly)
- Most recent financial statements audited or IRS Form 990
- If an audit is not completed: most recent financial statements, preferably reviewed by a CPA
- Current endowment, reserve, or unrestricted fund balance figure and the date it applies to

### Step 1: Additional Fiscal Information Fields

<b>Organization's next fiscal year begins</b>	Enter date (MM/DD/YYYY)
<b>Total current annual operating budget</b>	Enter dollar amount. Must match your uploaded current-year budget document.
<b>Budget figure is for fiscal year ending</b>	Enter date. Must match the uploaded budget document.
<b>Total current endowment, reserve, or unrestricted fund balance</b>	Enter dollar amount.
<b>Endowment, reserve, unrestricted fund balance is for fiscal year ending</b>	Enter date.
<b>Does this grant include a fiscal sponsor?</b>	Select Yes or No. Golden LEAF expects the applicant to have direct fiscal responsibility. Discuss fiscal sponsorship with staff before submitting.

## Step 2: Full Application

<b>Geographic area in NC where project work will be conducted</b>	Select all counties where project activities will physically take place. For most projects, this is one county.
<b>Geographic area served by the project</b>	Select all counties directly impacted by the project outcomes. This may include counties covered by a pre-defined service area.
<b>Priority Outcomes</b>	Golden LEAF staff assign a Priority Funding Area to your project following your Stage 1 submission, and these are the outcomes associated with that Priority Funding Area. For each outcome, enter: Goal (cumulative or annual), Goal date, Baseline value, Baseline date, and Data source. Please refer to the Project Outcomes section for more information and examples.
<b>Other Project Outcomes</b>	List any other qualitative or quantitative outcomes not covered by priority outcomes (e.g., jobs retained, incumbent workers trained, new acres in production, number of patient visits to a new healthcare facility, etc.).
<b>Project Activities</b>	List up to 8 key tasks required to achieve the project outcomes, each with a target completion date. Please refer to the Project Activities section for more information and examples.
<b>Project Begin Date</b>	Overall project start date.
<b>Project End Date</b>	Overall project completion date (may extend beyond the grant term).
<b>Project Term</b>	The number of months expected to implement the project.
<b>Start Date</b>	The Start Date will commence on the Award Date which is the date of the Golden LEAF Board's action. Select a Start Date that coincides with the regular meeting of the Board that follows the submission deadline for your Stage 2 Application. <a href="#">See this link to the Programs Calendar for details.</a>
<b>End Date</b>	End date of the Grant Term. This is the date by which the grantee will have spent all Golden LEAF funds. (Outcomes may be achieved after the end of the grant term, e.g., students completing training after Golden LEAF funds were used to renovate a training space.)
<b>Duration In Months</b>	Total months of the Grant Term. (Enter the number of months only.) Must allow adequate time to expend all funds.

## Step 3: Required Attachments for Stage 2

Before starting your application, download all required forms from the [Open Grants Resource Page](#).

For descriptions on the Stage 2 required attachments, please refer to the Application Attachments section.

## Application Attachments

This checklist includes items mentioned in the short answer questions as well as other required attachments for each stage of the Open Grants Program. Rows not marked as required are requested to be attached if available. Please note that missing required documents may delay or affect review of your application.

**All required forms and templates are available on the Golden LEAF [Open Grants Resources Page](#). Contact Golden LEAF staff if you have questions about specific attachment requirements.**

Required	Attachment Title	Description
<b>Stage 1</b>		
✓	Certification and Signature Form	Download the document from the <a href="#">Open Grants Resources Page</a> . Document should be signed and dated by two authorized officials of the applicant organization. For 501(c)(3) organizations, one signatory must be a member of the applicant's board of directors.
✓	Project Budget Form	Download the Excel document from the <a href="#">Open Grants Resources Page</a> . Select from the suggested budget categories listed in the form that are <b>applicable</b> to your project or use your own categories. Upload the completed document in Excel format. Do not convert to PDF or other file format.
	Other	Any other project related information.
<b>Stage 2</b>		
✓	Certification and Signature Form (Stage 2)	This is the same form as used for Stage 1; however, it must be updated with your Stage 2 submission.
✓	Board of Directors	List of the applicant's board members along with their addresses (city, state) and occupations. For governmental entities, this is the list of members of the governing body, e.g., town council or county commissioners.
✓	Evidence of Tax-Exempt Status	For 501(c)(3) organizations, a copy of the current IRS exemption determination letter. For governmental entities including school districts, community colleges, and public universities, a statement of governmental status.
✓	Most Recent Fiscal-Year End Financial Statements	PDF of audit (if available) or financial statements, including the Balance Sheet, Statement of Financial Position, Statement of Cash Flows, and Management Letter/Report on Internal Controls or a link to these documents if available online.
✓	Organization's Budget for the Current Year	Applicant's budget for the current year. If available online, you may provide a link. Should match the information included in the short answer questions.

<b>Required</b>	<b>Attachment Title</b>	<b>Description</b>
✓	Organization's Budget for the Period Covered by the Grant Request	Applicant's budget for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted. If available online, you may provide a link.
	Most recent management letter/report on internal controls	For 501(c)(3) organizations and governmental entities. PDF of management letter or report on internal controls from audited statements, if available.
✓	Prior two years of financial statements	For 501(c)(3) organizations only. PDF of audit or financial statements, including the Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if online.
✓	Organization Information	One page maximum. The following are suggested topics, not required subheadings. <ul style="list-style-type: none"> <li>• Provide an overview of the organization's history and activities.</li> <li>• Address activities relevant to the project under consideration.</li> <li>• If a collaboration, focus on the applicant but reference the participating organizations.</li> </ul>
✓	Proposal Description	Three pages maximum. The following are suggested topics, not required subheadings. <ul style="list-style-type: none"> <li>• What issue does the project address and how does the project address it?</li> <li>• Who are the key participants that will implement the project?</li> <li>• How does this project complement rather than duplicate existing resources or services?</li> <li>• Why is the applicant the appropriate organization to implement the project and what are the roles of other organizations in the project?</li> <li>• What other resources are available for this project and are they committed?</li> <li>• What are the timeline and key activities?</li> <li>• How will the project continue after Golden LEAF funding is expended? If ongoing funding is needed, what sources will be available?</li> </ul>
✓	Outcomes Narrative	One page maximum. Required in addition to the project outcomes and activities section included in the online application. The following are suggested topics, not required subheadings. See the Project Outcomes section, below, for Golden LEAF priority outcomes. <ul style="list-style-type: none"> <li>• Focus on Golden LEAF priority outcomes for the Priority Funding Area identified in the Priority Outcomes section. You may describe other</li> </ul>

Required	Attachment Title	Description
		<p>outcomes, but only after fully addressing Golden LEAF priority outcomes.</p> <ul style="list-style-type: none"> <li>• Describe how you derived the projected outcomes you selected for your project and how you will track the outcomes.</li> <li>• If an outcome will measure change, e.g., program expansion, document the starting point/baseline from which the outcome will be measured.</li> <li>• What data will you use to support reported outcomes and how will you gather it?</li> </ul>
✓	Supporting Documentation of Baseline Data	An outcome will measure change in an existing program that has a baseline above zero. Provide supporting documentation for the starting point/baseline using the data baseline and data source identified in the Outcomes Narrative. If the baseline is zero, upload a document stating that.
✓	Project staff	List of staff who will be involved in the project, their length of service, brief job descriptions, and their roles in the implementation of the project.
**	Major Contributors	** Required for 501(c)(3) organizations only - List the major contributors to the organization and the amounts given for the current year.
	Community / County Partners	If the project serves or benefits multiple communities or counties, list contact information for your partners in those communities or counties. Provide the roles and responsibilities for each.
	Business Plan, Strategic Plan, Feasibility Study	If the project has a business or strategic plan or is the result of a feasibility study, submit copies of those documents, as applicable.
	Other	Any other project related information

## Project Outcomes

Select the appropriate Golden LEAF priority outcomes for the project. The outcomes represent:

- Goal(s) to be achieved by the end of the project (which can be after the end of the grant term)
- Metric(s) against which Golden LEAF would measure project performance

For each outcome, the applicant will include a goal, the date by which the goal is expected be achieved, the baseline from which progress towards the goal will be measured, and the source of data that the applicant will share with Golden LEAF to show how the baseline was determined. If a grant is awarded, the data source will be provided with each report to substantiate the outcomes reported.

<b>Cumulative Goal</b>	The total that will be achieved by the Cumulative Goal Date, e.g., the number of jobs that will be created.
<b>Cumulative Goal Date</b>	The date by which the Cumulative Goal will be achieved.
<b>Cumulative Projected Increase</b>	The projected change from the Baseline Value to the Cumulative Goal. If the Baseline Value is zero, the Cumulative Projected Increase will equal the Cumulative Goal.
<b>Annual Goal</b>	The total that will be accomplished for each annual period, often tied to a school year.
<b>Annual Goal Date</b>	The annual period by which the Annual Goal will be achieved.
<b>Annual Projected Increase</b>	The change from the Baseline Value to the Annual Goal. If the Baseline Value is zero, the Annual Projected Increase will equal the Annual Goal.
<b>Baseline Value</b>	The value of the outcome as of the Baseline Date from which change will be measured.
<b>Baseline Date</b>	The date on which the Baseline Value is measured. For Cumulative Goals, the Baseline Date is typically the date of the application to Golden LEAF. If a Cumulative Goal cannot be measured as of the application date, the Baseline Date may be an earlier date on which the Baseline Value can be determined. For Annual Goals, the Baseline Value is typically as of the end of the prior annual period, e.g., the end of the most recent school year.
<b>Data Source</b>	The source of data that will be used to report on progress towards achieving the Cumulative Goal or Annual Goal. The Data Source will be uploaded with each report to Golden LEAF and will Golden LEAF will use the information on the Data Source to verify the information included in the report.

## Job Creation and Economic Investment Outcomes Overview

Priority Outcome	Unit of Measure	Measurement Period	Source of Data
Investment in publicly owned infrastructure	\$	Cumulative	Public Utility records / construction documents
Investment in privately-owned property, plant and equipment	\$	Cumulative	County tax records/ construction documents/award letters
New full-time jobs created	Number of FT jobs	Cumulative	NCUI 101/Employer certifications/payroll records
Average annual wage of new full-time jobs	\$ (average wage of new jobs)	Time of Reporting	Employer certifications/ NCUI 101/payroll records
Business start-ups	# new businesses	Cumulative	Grantee reported
Number of new housing units	Number of new housing units	Cumulative	Grantee Reported

### Example Project

Abc County is requesting funding to install a pump station to serve the Abc County Industrial Park. The county estimates the project would attract new business in the park that would invest \$10 million in property, plant, and equipment and create 100 full-time jobs earning \$55,000 a year, which is above the county average annual wage of \$45,000. The engineering estimate of the pump station cost is \$450,000. For this example, the applicant selected "New full-time jobs created." For this example, County would also complete similar data for the projected outcomes for investment in publicly owned infrastructure, investment in privately-owned property, plant, and equipment, and average annual wage of new full-time jobs.

Fluxx Field	Example Applicant Response	Explanation
Cumulative Goal	100	Jobs projected to be created
Cumulative Goal Date	December 31, 2030	Date by which Abc County expects the new jobs to be created; may be after the end of the grant term
Cumulative Projected Increase	100	Jobs projected to be created minus baseline of 0
Baseline Value	0	Current number of jobs at the Abc County Industrial Park
Baseline Date	June 30, 2026	Date of application
Data Source	NCUI 101/Employer reports	The data that Abc County will submit to document the reported outcomes.

## Workforce Preparedness Outcomes Overview

Priority Outcome	Unit of Measure	Measurement Period	Source of Data
Increase in students earning at least one academic credential (curriculum diploma, certificate, or associate degree/condensed certificate) in the area funded annually.	Unduplicated student course/program completers each school year	Annual	Colleague/Datatel
Increase in students earning at least one industry/third party certification, license, or other credential (nonacademic) in the area funded annually.	Unduplicated students earning an industry credential each school year	Annual	NIMS/AWS/MSSC/ other industry certification reports
Increase in high school students completing CTE pathways in area(s) funded annually	Unduplicated high school student course/program completers each school year	Annual	Power School
Increase in secondary or post-secondary students participating in work-based learning annually	Unduplicated students in WBL each school year	Annual	WBL host-organization records/Program records
Increase in secondary students receiving meaningful exposure and opportunities to explore local career opportunities annually	Unduplicated participants each school year	Annual	Course/module participation records/industry host records

### Example Project

Applicant Community College is requesting funding to purchase equipment that will allow it to double the number of completers of its Truck Driving Training Program. For the 2025-26 academic year, **110** students completed CC’s Truck Driving Training Program. With the additional equipment supported, CC expects to graduate **220** students annually by the 2027-2028 academic year for an increase of **110** students annually. This will also lead to an increase in the number of students earning industry credentials and experiencing work-based learning. For this example, the applicant selected “Increase in students completing at least one academic credential in the area funded annually.” For this example, Applicant CC would also complete similar data for the outcomes for 3rd party credentials and work-based learning.

Fluxx Field	Example Applicant Response	Explanation
Annual Goal	220	Unduplicated students completing the program each year
Annual Goal Date	July 31, 2028	School year end date by which CC expects to achieve outcome covering Fall – Summer terms
Annual Projected Increase	110	220 goal minus baseline of 110
Baseline Value	110	Students who are earning credentials in existing program
Baseline Date	July 31, 2026	Earned credential in Fall '25, Spring '26, or Summer '26
Data Source	Colleague report	

## Agriculture Outcomes Overview

Priority Outcome	Unit of Measure	Measurement Period	Source of Data
Number of participants at agricultural trainings (e.g. field days, etc.)	Participants	Annual	Participant sign-in sheets
New publications directed towards farmers	Materially unique farmer-friendly publications that contain information about the funded project that is useful to farmers	Annual	Publications distributed to or made accessible to farmers
Use of agricultural facilities that benefit farmers	Farmer-users	Annual	Ag facility records
Investment in publicly owned infrastructure	\$	Cumulative	Public Utility records / construction documents

### Project Example

XYZ is requesting funding to expand its shared use facility to meet increasing demand from the farmers in its region. During 2026, XYZ assisted an average of **10** farmers each month, **120** annually, with increasing distribution of their products. Scaling up operations will allow XYZ to assist **30** more farmers each month, for a total of **40** each month, or **480** annually. For this example, applicant selected "Use of agricultural facilities that benefit farmers."

Fluxx Field	Example Applicant Response	Explanation
Annual Goal	480	Farmers using the facilities during the year
Annual Goal Date	December 31, 2028	Date by which XYZ expects to achieve outcome
Annual Projected Increase	360	480 farmers minus baseline of 120
Baseline Value	120	Farmers using facilities each year currently
Baseline Date	December 31, 2026	
Data Source	Ag Facility records	

## Project Activities

Enter up to eight key activities that are required to achieve the outcomes for this project. Enter the target achievement date for each activity. Target activity dates should be within the grant term. Examples of activities for each priority funding area are below. The list provides examples and is not exhaustive. Suggested activities may be used across funding areas if appropriate for a project.

<b>Job Creation and Economic Investment</b>
<ul style="list-style-type: none"><li>• Initiate bid process and award contract(s)</li><li>• Complete pre-construction activities (design, engineering, permitting, etc.)</li><li>• Begin construction</li><li>• Complete construction/Certificate of Completion or Certificate of Occupancy issued</li><li>• Recruitment and hiring</li></ul>
<b>Workforce Preparedness</b>
<ul style="list-style-type: none"><li>• Design and approval of curriculum</li><li>• Establish work-based learning opportunities (internships, pre-apprenticeships, apprenticeships, etc.)</li><li>• Purchase, install, commission equipment</li><li>• Initiate bid process and award contract(s)</li><li>• Begin construction (pre-construction activities completed)</li><li>• Complete construction/Certificate of Completion or Certificate of Occupancy issued</li><li>• Recruitment and hiring of instructors</li><li>• Professional development for instructors (on new equipment, etc.)</li><li>• Marketing and recruitment of students</li><li>• Design and implement process for tracking student employment in area of study</li><li>• Enrollment target for students/trainees</li></ul>
<b>Agriculture</b>
<ul style="list-style-type: none"><li>• Design and implement training</li><li>• Conduct training sessions</li><li>• Publish and distribute informational materials</li><li>• Purchase equipment</li><li>• Establish and implement process for equipment use, recordkeeping, and maintenance</li></ul>