Grant Administration & Compliance Manual

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Overview

Welcome to the Southeast Crescent Regional Commission (SCRC) Grant Administration and Compliance Manual. Infusing fiscal investments into programs and projects across the Southeast Crescent region is how SCRC will positively impact the economic status and fortify the sustainability of communities.

The Mission

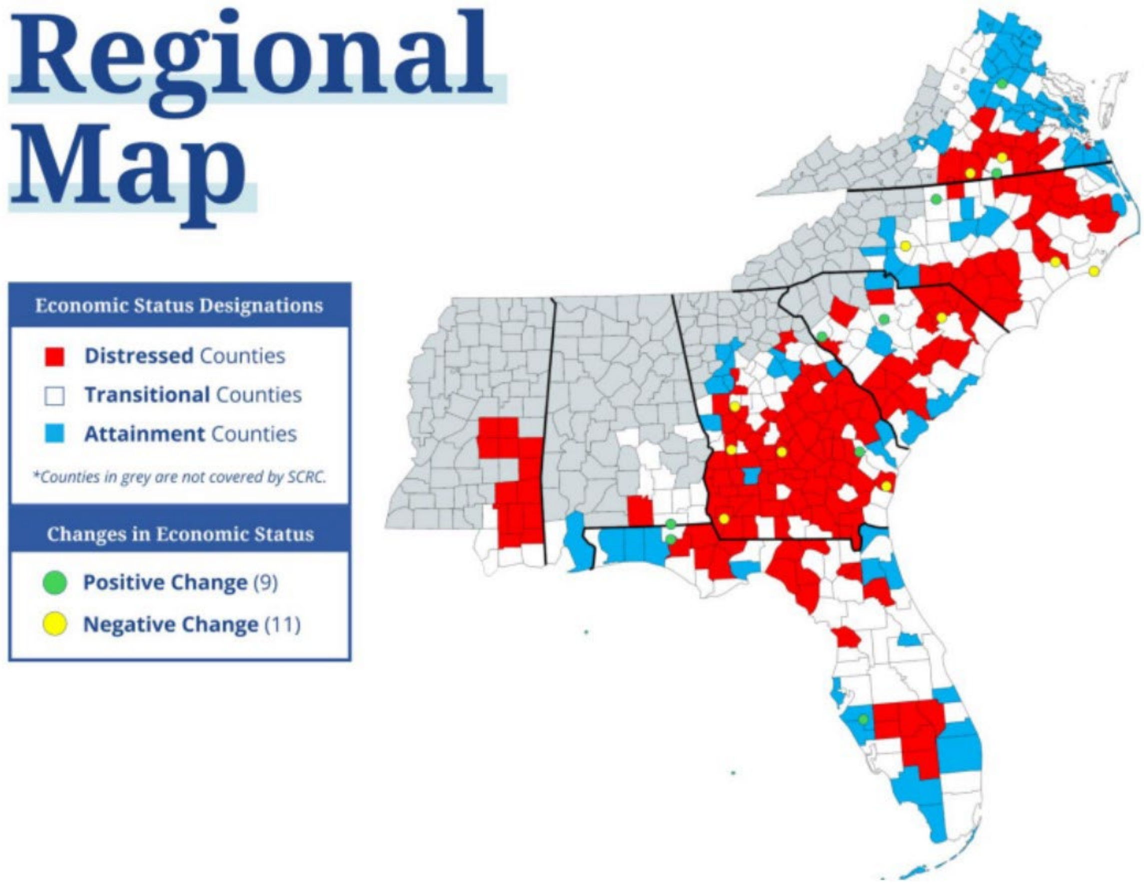
To build sustainable communities and strengthen economic growth across the Southeast Crescent Region.

About SCRC

SCRC was authorized under the 2008 Farm Bill (P.L. 110-234) and became operational in January 2022 with the confirmation of a Federal Co-Chair. The primary objective of the Federal-state partnership is to fund grants for basic, public infrastructure, transportation, telecommunications, job skills training, business development, healthcare, conservation, recreation and tourism, and renewable energy, that will enhance economic growth across the footprint which spans 210,508 square miles and encompasses 428 counties and county equivalents in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Virginia.

Through collaboration with local development districts, community organizations, and our member-states, we will make investments throughout the region to increase economic viability. In FY 2023, SCRC created and launched SEID, our inaugural grant program. The Notice of Funding Availability (NOFA) was broadly disseminated throughout the six participating states. The sole purpose of this grant program is to combat poverty by serving as a grantmaking entity in partnership with state governments. The 2025 SEID program will invest $21.1M in economic and infrastructure development projects in communities to reduce the detrimental effects of poverty, unemployment, and outmigration. We fund projects that promote sustainable economic growth and development within our region addressing the challenges of persistent poverty and economic distress. Working collaboratively with our member states, we seek to make significant long-term investments for the betterment of our region.

SCRC Service Area



In accordance with 40 U.S.C. § 15702, the SCRC will annually assign economic designations to counties and areas within the region, the categories are:

Distressed Counties	Transitional Counties	Attainment Counties
Distressed Counties with high rates of poverty, unemployment, or outmigration and are the most severely and persistently economically distressed and underdeveloped.	Transitional Counties that have recently suffered high rates of poverty, unemployment, or outmigration or are economically distressed and underdeveloped.	Highest 25% Counties in the U.S and neither distressed nor transitional.

Methodology

SCRC uses an index-based county economic classification system to identify and monitor the economic status of its counties which is updated annually. The system involves the creation of a national index of county economic status through a comparison of each county's averages for three economic indicators: three- year average unemployment rate, per capita market income, and poverty rate compared to national averages. The resulting values are summed and averaged to create a composite index value for each county. Each county in the nation is then ranked by its composite index value, with higher values indicating higher levels of distress. After all counties are ranked, the bottom 25% of the counties are then categorized as ***distressed***, the middle 50% are categorized as ***transitional***, and the top 25% are categorized as ***attainment***.

SCRC Counties and County Equivalents Served

Alabama – 13 counties

Autauga	Baldwin	Coffee	Covington	Crenshaw	Dale
Geneva	Henry	Houston	Lee	Mobile	Montgomery
Pike					

Florida – 67 counties (Not currently a participating state)

Alachua	Baker	Bay	Bradford	Brevard,
Broward	Calhoun	Charlotte	Citrus	Clay
Collier	Columbia	DeSoto	Dixie	Duval
Escambia	Flagler	Franklin	Gadsden	Gilchrist
Glades	Gulf	Hamilton	Hardee	Hendry
Hernando	Highlands	Hillsborough	Holmes	Indian River
Jackson	Jefferson	Lafayette	Lake	Lee
Leon	Levy	Liberty	Madison	Manatee
Marion	Martin	Miami-Dade	Monroe	Nassau
Okaloosa	Okeechobee	Orange	Osceola	Palm Beach
Pasco	Pinellas	Polk	Putnam	Santa Rosa
Sarasota	Seminole	St. Johns	St. Lucie	Sumter
Suwannee	Taylor	Union	Volusia	Wakulla
Walton	Washington			

Georgia – 122 counties

Appling	Atkinson	Bacon	Baker	Baldwin
Ben Hill	Berrien	Bibb	Bleckley	Brantley
Brooks	Bryan	Bulloch	Burke	Butts
Calhoun	Camden	Candler	Charlton	Chatham
Chattahoochee	Clarke	Clay	Clayton	Clinch
Cobb	Coffee	Colquitt	Columbia	Cook
Coweta	Crawford	Crisp	De Kalb	Decatur
Dodge	Dooly	Dougherty	Early	Echols
Effingham	Emanuel	Evans	Fayette	Fulton
Glascock	Glynn	Grady	Greene	Hancock
Harris	Henry	Houston	Irwin	Jasper

Jeff Davis	Jefferson	Jenkins	Johnson	Jones
Lamar	Lanier	Laurens	Lee	Liberty
Lincoln	Long	Lowndes	Macon	Marion
McDuffie	McIntosh	Meriwether	Miller	Mitchell
Monroe	Montgomery	Morgan	Muscogee	Newton
Oconee	Oglethorpe	Peach	Pierce	Pike
Pulaski	Putnam	Quitman	Randolph	Richmond
Rockdale	Schley	Screven	Seminole	Spalding
Stewart	Sumter	Talbot	Taliaferro	Tattnall
Taylor	Telfair	Terrell	Thomas	Tift
Toombs	Treutlen	Troup	Turner	Twiggs
Upson	Walton	Ware	Warren	Washington
Wayne	Webster	Wheeler	Wilcox	Wilkes
Wilkinson	Worth			

Mississippi – 18 counties

Clarke	Forrest	George	Greene	Hancock
Harrison	Jackson	Jones	Lamar	Lauderdale
Leake	Neshoba	Newton	Pearl River	Perry
Scott	Stone	Wayne		

North Carolina – 69 counties

Alamance	Anson	Beaufort	Bertie	Bladen
Brunswick	Cabarrus	Camden	Carteret	Caswell
Chatham	Chowan	Columbus	Craven	Cumberland
Currituck	Dare	Davidson	Duplin	Durham
Edgecombe	Franklin	Gaston	Gates	Granville
Greene	Guilford	Halifax	Harnett	Hertford
Hoke	Hyde	Iredell	Johnston	Jones
Lee	Lenoir	Lincoln	Martin	Mecklenburg
Montgomery	Moore	Nash	New Hanover	Northampton
Onslow	Orange	Pamlico	Pasquotank	Pender
Perquimans	Person	Pitt	Randolph	Richmond
Robeson	Rockingham	Rowan	Sampson	Scotland
Stanly	Tyrrell	Union	Vance	Wake
Warren	Washington	Wayne	Wilson	

South Carolina – 39 counties

Abbeville	Aiken	Allendale	Bamberg	Barnwell
Beaufort	Berkeley	Calhoun	Charleston	Chester
Chesterfield	Clarendon	Colleton	Darlington	Dillon
Dorchester	Edgefield	Fairfield	Florence	Georgetown
Greenwood	Hampton	Horry	Jasper	Kershaw
Lancaster	Laurens	Lee	Lexington	Marion
Marlboro	McCormick	Newberry	Orangeburg	Richland
Saluda	Sumter	Williamsburg	York	

Virginia – 100 counties & county equivalents

Accomack	Albemarle	Alexandria City	Amelia	Amherst
Appomattox	Arlington	Augusta	Bedford	Brunswick

Buckingham	Campbell	Caroline	Charles City	Charlotte
Charlottesville City	Chesapeake City	Chesterfield	Clarke	Colonial Heights City
Culpeper	Cumberland	Danville City	Dinwiddie	Emporia City
Essex	Fairfax	Fairfax City	Falls Church City	Fauquier
Fluvanna	Franklin	Franklin City	Frederick	Fredericksburg City
Gloucester	Goochland	Greene	Greensville	Halifax
Hampton City	Hanover	Harrisonburg City	Henrico	Hopewell City
Isle Of Wight	James City	King And Queen	King George	King William
Lancaster	Loudoun	Louisa	Lunenburg	Lynchburg City
Madison	Manassas City	Manassas Park City	Mathews	Mecklenburg
Middlesex	Nelson	New Kent	Newport News City	Norfolk City
Northampton	Northumberland	Nottoway	Orange	Page
Petersburg City	Pittsylvania	Poquoson City	Portsmouth City	Powhatan
Prince Edward	Prince George	Prince William	Rappahannock	Richmond
Richmond City	Roanoke	Roanoke City	Rockingham	Salem City
Shenandoah	Southampton	Spotsylvania	Stafford	Staunton City
Suffolk City	Surry	Sussex	Virginia Beach City	Warren
Waynesboro City	Westmoreland	Williamsburg City	Winchester City	York

SCRC Grant Requirements & Eligibility

Program Overview

The SEID grant program is designed to fund projects that will revitalize and transform communities to spur economic development in SCRC counties and county equivalents in Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Virginia.

Goals & Objectives

SCRC investments are directed by the Commission's authorizing statute and Five-Year Strategic Plan, demonstrating SCRC's commitment to advancing local economies, infrastructure, business expansion, job creation and job retention. The six goals from the Five-Year Strategic Plan guide SEID funding that support programs and/or projects in the region:

Invest in Critical Infrastructure

- Expand basic water and sewer infrastructure
- Expand access to affordable and reliable digital infrastructure
- Support transportation infrastructure and transit services

Improve Health and Support Services Access and Outcomes

- Support access to affordable, high-quality health care and services that support mental and physical health
- Provide support to build capacity for navigating and accessing support services

Strengthen Workforce Capacity

- Promote workforce development programs for local, high-demand job opportunities

- Increase enrollment in and completion of critical training programs by investing in wraparound services

Foster Entrepreneurial and Business Development Activities

- Support the expansion of access to business capital to support innovation, entrepreneurship, and economic equity
- Invest in programs and business opportunities addressing critical challenges while attracting and retaining talent

Expand Affordable Housing Stock and Access

- Increase access to services and legal assistance to resolve eviction issues
- Support enrollment in and access to homebuyer programs
- Invest in efforts to improve the affordability and availability of quality housing

Promote Environmental, Conservation, Preservation, and Access

- Invest in air, water, and soil cleanup efforts that impact historically disadvantaged communities
- Preserve and expand access to natural resources to increase outdoor recreation and tourism opportunities

State Economic Development Plans and Strategy Statements

In addition to aligning with one of the strategic goals above, projects must also reflect the identified priorities outlined in the State Economic Development Plans and Strategy Statements of the member state where the projects will be located.

Eligible Projects

Infrastructure Projects

SCRC receives annual Congressional appropriations to support economic investments throughout the Southeast Crescent region. The SEID grant program addresses infrastructure needs and priorities, allocating at least 40% of grant funds to public infrastructure projects categorized as basic public, telecommunications and transportation.

SEID grant recipients must maintain ownership/control over all investments made with SCRC funds. Ownership of physical equipment and/or structures may not transfer to any other entity, unless fully depreciated, in which case documentation will be required.

SCRC will also prioritize investments in renewable energy. Renewable energy shall mean construction, alteration or repair including what is generally defined as any naturally occurring, theoretically inexhaustible source of energy, such as biomass, solar, wind, tidal, wave and hydroelectric power that is not derived from fossil or nuclear fuel. Publicly owned and non-profit entities are eligible. Facilities that are owned by a for-profit entity or who will serve to benefit as a pass-through from an eligible entity are **NOT** eligible.

Basic Public Infrastructure:

Basic public infrastructure shall mean construction, alteration or repair, including those services that are generally necessary to conduct business. Public infrastructure are facilities, systems and structures that are owned or available for use by the public to catalyze economic development, and includes core infrastructure (such as water, wastewater and energy), critical infrastructure (such as those required to maintain public health and economic vitality) and community infrastructure (such as those required to improve health outcomes and increase community connectedness). This definition includes specific projects such as: collection and distribution systems, treatment plants and other infrastructure that collects, treats and delivers drinking water and wastewater- related services; electric power generation and transmission to include renewable energy and storage; solid waste to include recycling, composting, disposal and waste- to-energy via incineration; systems for heat distribution through sources such as co- generation, biomass, geothermal heating, heat pumps and central solar heating; childcare facilities, outdoor recreation infrastructure and public meeting spaces such as community centers; facilitate and improve health outcomes and physical activity.

Telecommunications Infrastructure:

Telecommunications infrastructure shall mean construction, alteration or repair to accommodate the use of, or connection with, a telecommunications network, including lines, equipment, apparatus, towers, antennas, etc., and/or cyber infrastructure (routing and switching software, operational support systems, etc.) necessary to transmit information from one location to another. Investments in telecommunications infrastructure support reliable and affordable broadband to provide local businesses access to digital, facilitate online learning and workforce development.

Transportation Infrastructure:

Transportation infrastructure shall mean construction, alteration or repair, for the purpose of transporting people and goods, including fixed installations and rights of way necessary for transporting from one point to another. This includes infrastructure that improves economic mobility for individuals, and may include roads, railways, airways, waterways, canals and terminals such as airports, railway stations, bus stations, parking, refueling depots (including fueling docks and fuel stations), EV charging stations, EV Make Ready infrastructure and seaports.

Non-Infrastructure Projects

SCRC will allocate funds for non-infrastructure projects to support basic health care, access to affordable housing, business and workforce development, resource conservation and preservation, tourism and recreation.

Health and Support Services Access and Outcomes:

Access to health and support services include costs of basic health care facilities and remote clinical services to include telemedical services, provider training, technical assistance to health care facilities/networks and health education services. Key components of basic health care include the capacity to assess, evaluate, monitor and respond to both acute (emergency) threats and chronic (ongoing) challenges to public health. This includes prioritizing the role of nutrition and food security in overall health, including disease prevention and management, training a capable and qualified workforce, up-to-date data and information systems, developing policies and plans that support community health efforts, linking people to personal health care services and research for innovative solutions to solve community health problems. Basic health care services shall also include treatment of mental illness and substance abuse. Operating costs of facilities are NOT eligible.

Strengthen Workforce Capacity:

Workforce Development shall mean job training or employment-related education for a specific employer to fill immediate job openings or retain current jobs, which are documented as such by that specific employer. Such training shall be delivered using existing public educational facilities (EPEFs) located in the region. However, if the applicant demonstrates (1) sufficient information demonstrating an EPEF's inability (e.g., insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the applicant (2) demonstrates a compelling need to use a non-EPEF for such training, then a project may be eligible.

Entrepreneurial and Business Development:

Business Development shall mean those areas of business development which include the creation of new businesses or the retention or expansion of existing businesses in the local communities and are deemed eligible. Projects shall document job-creation or job- retention. Funding of start-up projects, such as business incubators or industrial parks, must have committed business tenants. Expansion of existing business incubators and industrial parks are also allowed. Business incubation shall mean a business support process that accelerates the successful development of start-up and early-stage companies by providing entrepreneurs with an array of targeted resource.

Affordable Housing Access:

Projects that increase access to services and legal assistance to resolve eviction issues, by supporting the creation, promotion or marketing of an online knowledge bank of information of existing organizations that provide support services, assistance and education for aforementioned services, especially in rural areas, are eligible projects. Programs that support enrollment in and access to homebuyer programs or market existing readiness programs are eligible. Programs to improve the affordability and availability of housing through technical assistance and local zoning reforms and providing incentives for sustainable and equitable affordable housing investments are eligible. Projects that support the development of community land trusts and shared equity homeownership models are eligible. Construction, rehabilitation, or acquisition of rental or owner-occupied units are NOT eligible.

Environmental Conservation, Preservation, and Access:

Projects that promote environmental conservation, preservation and access, including those that foster the benefits of physical activity, ensuring access to safe places to be active, and preservation of open space, such as access roads, bridges and signage are eligible. Programs that plan, develop and manage tourism in a natural resource setting, applying environmentally sound, culturally sensitive and economically sustainable principles and which support sustainable tourism that can potentially mitigate the harmful impacts of visitors to natural areas while supporting conservation of the ecosystem are also eligible. While easements and land purchases are eligible under the Federal criteria, an economic development case must be made to substantiate funds used for this purpose.

Eligible Applicants

- State governments of Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Virginia
- Local governments (village, town, city, county)
- Other political subdivisions of states (regional planning commissions, local economic or community development, consortium of political subdivisions)
- Federally recognized Indian tribes, as defined in 25 C.F.R. §83.1
- Non-profit organizations described in section 501(c) and 501(a)
- As required by the *Federal Funding Accountability and Transparency Act of 2006* and *2 C.F.R. §200*, applicants must meet all the following requirements:
    - Register in the System for Award Management (SAM) before submitting the application (SAM.gov)
    - Provide a valid Unique Entity ID (UEI)
    - Maintain an active SAM registration with current information during times when in receipt of an active Federal award or an application or plan is under consideration by a federal awarding agency.

Period of Performance

The period of performance for SEID grant awards is 24 months. Projects may be granted two extensions, for one year each, when reasonable progress is demonstrated. All extensions must be approved by the Federal Co-Chair and the state(s) where the project is located.

Funding Guidelines

Funding allocations for each state are determined by a formula set by the SCRC. Once allocations are determined, minimum and maximum grant allowances are defined. Member-states' allowances may differ depending on allocations and other contributing factors.

Cost Sharing/Match

SCRC expects a recipient of a SEID grant to contribute its own resources to a project to the extent it can do so and to seek additional non-SCRC funding assistance. County economic designations determine the percent of match required for SCRC funded projects.

SCRC's statute has cost sharing/match requirements on grants as described below:

- For projects in SCRC-designated distressed counties, the federal cost share may not exceed 80%.
- For projects in SCRC-designated transitional counties or isolated areas of distress, the federal cost share may not exceed 50%.
- For multi-county or multi-state projects, the federal cost share can be raised to 60-90% for a project or activity.
- SCRC funding is generally not available for projects located in SCRC- designated attainment counties unless the project is located in an isolated area of distress or part of a multi-county project.

Distressed Counties	*Up to 80% SCRC funding / 20% match required*
Transitional Counties/ Isolated Areas of Distress	*Up to 50% SCRC funding / 50% match required*
Attainment Counties	*Not eligible for SCRC funding unless it meets the criteria listed section below.*
Regional Projects (Multi-County and/or Multi-State)*	*Up to 90% SCRC funding depending on county designation/10-40% match required based on provided formula*

*Regional Projects must include three or more counties or two or more states to qualify for increased funding and lower match requirements.

SCRC grant applicants can meet their cost share/match requirement via cash and/or in-kind contributions by non-SCRC sources. Matching sources may be non-federal, other allowable federal sources* or a combination of sources.

To determine the match requirement for multi-jurisdictional projects, use the SCRC Match Calculator to enter relevant data. Submit the results with the grant application.

*SCRC may accept other federal dollars as a match contribution; however, if other federal sources are used, the combined amount between SCRC and the other federal source(s) cannot exceed 80% of the total cost of the project. Some federal agencies and/or specific projects may have additional limitations on the use of other and/or total federal funding. Grant applicants are encouraged to consult with their State Program Managers as well as the other federal agency(ies) prior to submitting the SEID application.

More Information

Specific information regarding the current SEID Grant is available in the 2025 Notice of Funding Availability (NOFA).

Potential Role of Local Development Districts (LDDs)

The SCRC Federal-State partnership is aided by Local Development Districts (LDDs) in each of the seven member-states. These LDDs assist the SCRC in its outreach activities and provide technical assistance and support to applicants and grantees. LDDs provide feedback to the Commission on its current programs and assist in identifying future areas of focus for the Commission. LDDs are either an existing federally designated Economic Development District (EDD), as certified by the US Economic Development Administration (EDA), or an organization similar in nature to a regional planning commission.

LDDs are knowledgeable about other Federal and State programs that help fund economic and community development projects. They are also aware of local concerns, as most engage in regional economic development planning of varying degrees. SCRC acknowledges all LDDs designated by the EDA as an EDD as being proficient in administering Commission funds for grantees.

Administrative Fees

Qualified administrative work for projects funded through the SCRC SEID Grant Program may be reimbursed through a process based on the formula of 4% (four percent) of the total SCRC grant award. Grant administration costs are eligible under the SEID Grant Program for an amount not to exceed the formula. If grant administration assistance is needed beyond the total available under the formula, that assistance must be paid for with non-SCRC sources (e.g., matching funds). Grant administration costs must be reflected within the budget submitted for the project.

Each SCRC grant recipient is encouraged to use an LDD for grant administration assistance unless they are an agency of a state or local government or entity demonstrating capacity and requisite experience administering Federal funds.

Grant administration activities include:

- Quarterly Progress and Financial Reports
- Reimbursement Requests (SF-270 and supporting documentation)
- Final Reports
- General Assistance – LDDs can assist grantees by providing technical assistance, grant compliance guidance, and provide support for the procurement of goods, services, and/or contractors.

Benefits of an LDD

- Regional collaboration and partnership with other LDDs and a Federal Agency.
- Opportunity to assist SCRC in developing future programs that benefit the region.
- LDDs can be the designated grant administrators for the SCRC investments awarded within their region.
- Receive funding from SCRC through the development of a work plan that may include review and certification that projects are legitimate and meet the parameters of the SCRC's SEID

program, assist applicants with concept ideas, and/or assist SCRC with analysis of local and regional issues.

Obligations of an LDD

Federal legislation states that the Southeast Crescent Regional Commission may make grants to an LDD to assist in the payment of development planning and administrative expenses. The purpose of this funding is to *enhance the capacity of, and provide support for, local development districts* in the region. 40 USC §15505(c) outlines the obligations of LDDs:

- Operate as a lead organization serving multicounty areas in the region at the local level.
- Assist the Commission in carrying out outreach activities for local governments, community development groups, the business community, and the public.
- Serve as a liaison between State and local governments, nonprofit organizations (including community-based groups and educational institutions), the business community, and citizens.
- Assist the individuals and entities described in paragraph (3) in identifying, assessing, and facilitating projects and programs to promote the economic development of the region.
- LDDs shall attend training sessions provided by SCRC staff.

Scope of LDD Contract if partnered with the grantee

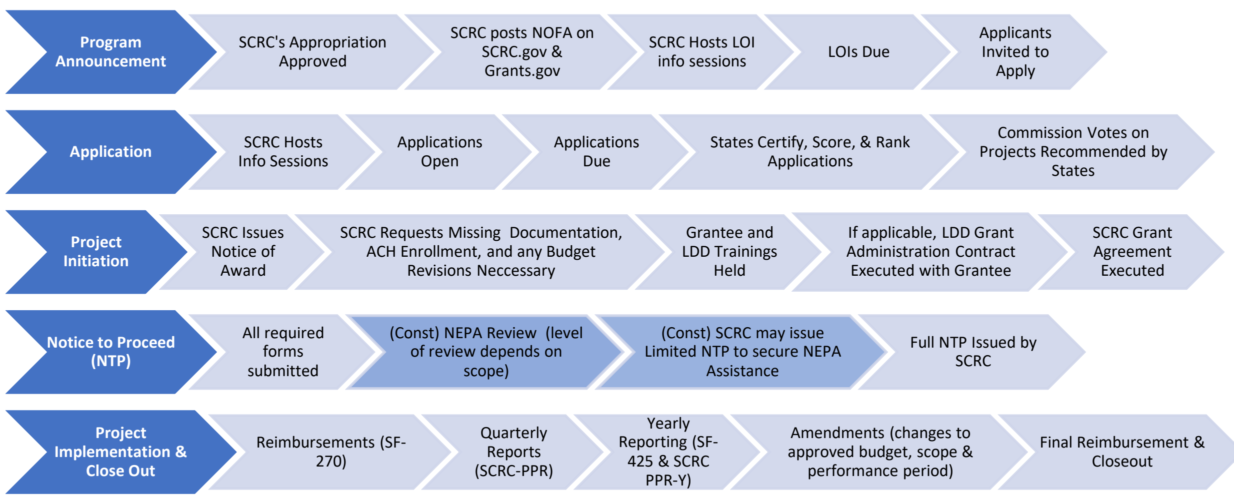
LDDs shall have the following scope of services pertaining to the grant administration:

- **Quarterly Reporting:** Ensure that the grantee files all quarterly and annual reports on time, and with enough information to provide a meaningful outline of the project's status.
- **Reimbursement Requests**: Provide guidance to grantees on submitting reimbursement requests (SF-270), while ensuring that reimbursement requests are accurate, within approved budget, and contain all the necessary documentation to provide evidence of SCRC requested funds as well as expended match.
- **Final Reporting:** Ensure that the grantee submits all required yearly and final grant close-out materials once the project is complete.
- **General Assistance:** Be available to provide guidance to the grantee with other issues such as their responsibilities regarding procurement of goods and services, and contractors. Have a general knowledge base about federal grant programs, specifically SCRC.

NOTE: LDDs are not expected to conduct bid processes or assess bid documents for completion, interview potential consultants, or undertake other procurement processes. LDDs are not expected to revise programmatic budgets or perform additional services beyond those reflected in the grant administration contract.

If a grantee wishes to engage the LDD in processes outside the scope of the LDD grant administration contract, they may do so, but will need to utilize their match/cost share funds to cover those costs. If the grantee wishes to use SCRC funds for project management, they will need to follow their normal procurement processes as project management is not allowed to be sole sourced. Project management costs should also be reflected as a separate line item and cost within the project budget.

SCRC Application and Award Cycle



Step 1: LOI / Pre-Application Stage –

Applicants are first encouraged to talk with their respective State Program Managers to discuss the viability of their grant concept. After the initial conversation with the State Program Manager, eligible entities must submit Letter of Intent (LOI) through the SCRC's Grant Portal to their respective state program manager. The LOI is the term used in the portal and refers to the pre-application stage of the process. Applicants can watch a short tutorial about the portal and then create a new account or log into the portal using their credentials.

Applicants are encouraged to submit an LOI and full application through their organization's account – rather than having another entity submit the application on their behalf. Once in the portal, applicants can view available grant opportunities by clicking on the "Apply" button at the top of the page. Applicants can begin a new application or select the "Preview" option to see the questions. Applicants must review the eligibility requirements prior to submitting an application; ineligible applicants should not submit an application. Applicants should be prepared to provide:

- Project Name
- Entity Type
- Unique Entity ID (UEI) and Cage Code from SAM.gov
- Points of Contact
- Alignment with State and SCRC Strategic Goals
- Project Type (Construction or Non-Construction)
    - Construction Projects: New or Under Construction
- Project State and County(ies)
- Brief Project Proposal and Timeline
- Proposed Outcomes of Project
- Amount of Funding Requested through SEID
- Matching Funds (see below for more information on calculating match)
- Relevant Materials (Project Map, Preliminary Engineering Report, etc.)

After completing all sections, the applicant will submit the LOI in the portal. The SCRC Director of Grants and Programs, or a member of program staff, will review the LOI to check the applicant's eligibility. If there are no issues to be corrected by the applicant, the LOI will be reviewed by the relevant State Program Manager.

Step 2: Invitation to Full Application

Each State Program Manager determines whether an applicant is eligible and invited to submit a full application in the portal. If invited to move forward, applicants must provide detailed information pertaining to the proposed project:

- Project Name
- Entity Type
- Cage Code and Unique Entity ID (UEI) from SAM.gov (optional for LOI stage; required for full application)
- Co-Applicant information, if applicable
- Project Type (Construction or Non-Construction)
    - Construction Projects: New or Under Construction
- Project State and County(ies)
- Description of Service Area and Community Needs
- Project Rationale & Design
- Alignment with SCRC and State Strategic Plan Goals
- Descriptions of Capacity / Project Team Experience
- Demonstration of Local and Regional Partnerships
- Work Plan (Activities, Deliverables, Timeline)
- Performance Measures / Outcomes
- Project Sustainability
- Budget Information (e.g., cost share / match requirement, total project cost)

- Budget Alignment with Project Narrative
- Authorization form from Agency
- Preliminary Engineering Report
- National Environmental Protection Act (NEPA) documents

Step 3: Grant Application Review and Notice of Award

- Each state program office will assess all submitted applications and recommend chosen grants to the state leadership.
- Each state governor will approve the recommended grants and submit approved grants to the SCRC.
- Before awards are made during the final SCRC review, SCRC works with the State Program Managers as well as the grant recipients to submit any missing application support documents or documents that need to be corrected (e.g., revised budget).
- All recommended grants will be submitted to all state governors within the commission and the Federal Co-Chair for final approval.
- SCRC will notify all successful entities of their award, including the amount of the award.

NOTE: A notice of award is NOT an approval to expend funds. A *Notice to Proceed* must be issued to the grant recipient in order to encumber or expend SCRC funds and match / cost share funds.

Step 4: Grant Agreement

Once all required application support documents have been obtained, SCRC issues a *grant agreement* for the approved project. The grant agreement includes—

- The SCRC Grant Number – this number must be included in all documentation and emails that are sent to the State Program Manager and/or SCRC offices (e.g., SEID23SC001).
- Contact information for the grant recipient's authorized official as identified in the application.
    - If the authorized official changes during the performance period of an award, the grant recipient is required to provide SCRC with an updated *Point of Contact Sheet* and an updated *Authorized Official Resolution*. Forms are available on the SCRC's Grants & Programs page.
- Period of performance – the start and end dates for the grant agreement.
    - The period of performance is not the date from which grantees can begin to expend funds. The encumbrance and expenditure of project funds is not allowed until the project is issued a *Notice to Proceed*. It is the date of the *Notice to Proceed* from which SCRC and match / cost share can be committed and/or expended.
- Grant amount
- Required match
- Indirect cost rate (non-construction only)
    - SCRC reserves the right to cap at the federal de minimis rate of 15%, as defined in 2 CFR 200. Any costs must be consistently charged as either indirect or direct costs and may

not be double-charged or inconsistently charged as both. Any applicable caps and rates will be published in the corresponding program Notice of Funding Availability (NOFA).

- Project type (construction or non-construction)
- All grant provisions that apply to the grant.

Step 5: Obligation of Federal Funds

As with any federal program, 'obligating' funds is important. Why? Because without specifically allocating the funds to a project/entity, those funds are not dedicated to any source and are available for use, potentially in other areas of the government.

To obligate funds to a specific project the items below are needed. These forms will be e-mailed to your Authorized Official with your award letter as a portion of the Pre-Award Packet and must be returned to SCRC. Once returned, SCRC takes the steps necessary to obligate funds for your project.

- Executed Grant Award Agreement
- Completed SF3881 Automated Clearing House (ACH) Enrollment Form
- W9
- Point of Contact Sheet

After funds have been obligated, you may begin discussions with your LDD on the terms of your LDD contract if you are choosing to use them for grant administration or project engineers if needed to begin any construction procurement processes; however, you **may not** incur any expenses related to either of these until you receive either a Limited Notice to Proceed or a Full Notice to Proceed. Please see the Notice to Proceed section of this manual for more information.

The obligation of federal funds does not allow a grantee to begin to commit or expend SCRC funds or match/cost share funds. A grantee must have a Notice to Proceed to expend funds.

Notice to Proceed

Limited Notice to Proceed

The date of a Limited or Full Notice to Proceed is very important! All grantees must receive a Limited or Full Notice to Proceed before they can commit or expend any SCRC funds or matching funds.

A Limited Notice to Proceed (LNTP) can be utilized to cover required pre-project tasks and/or tasks necessary to complete NEPA. The LNTP will provide clear authorization language of the activities and funds covered by the LNTP.

No reimbursements will be processed for work conducted **prior** to receiving a Limited or Full Notice to Proceed. In addition, any match/cost share funds committed or expended prior to the issuance of a Limited or Full Notice to Proceed will not be eligible.

The first four items listed above in **Step #5** are required to obligate federal funds and do not need to be resubmitted as part of the Limited or Full Notice to Proceed documentation.

A Limited Notice to Proceed may be issued to cover NEPA or other approved start-up costs, including initial LDD costs which may be used to assist the grantee in preparing documentation to obtain a Full Notice to Proceed. Funds also may be used to secure a consultant to complete the required NEPA environmental analysis. Program Specialist will initiate the completion of the Limited Notice to Proceed Activity and Budget Sheet if a Limited Notice to Proceed is requested.

The following items MUST be in place before a ***Limited*** **Notice to Proceed** will be issued.

- Fully Executed Grant Agreement
- SF-3881 Automated Clearing House (ACH) Enrollment Form
- W9
- SCRC Grant Authorized Official & POC Form
- Acknowledgement page of the SCRC Grant Administration and Compliance Manual
- Documentation of committed match. The amount of match listed in the grant agreement must be committed (using SCRC Form 1002) listing the sources and amount of funding from each source.
- All additionally requested documentation
- Updated project timeline (if needed)
- Updated project budget narrative (if needed)
- Updated Project Outcomes
- Limited Notice to Proceed Activity and Budget Sheet
- There may be required items specific to the award that are listed within the Grant Agreement. (Check the Grant Agreement, all requirements are listed there).

If a grantee requires a Limited Notice to Proceed for some project activity other than LDD assistance and/or completion of NEPA, such as to cover a down payment on property acquisition, approval must be obtained by SCRC by contacting SCRC for guidance via grants@SCRC.gov.

Full Notice to Proceed (NTP)

A Full NTP authorizes the grantee to commit and expend funds for all project related activities.

The following items **MUST** be in place before a *Full* Notice to Proceed will be issued.

- Documents for pre-award
    - Fully Executed Grant Agreement
    - SF3881 Automated Clearing House (ACH) Enrollment Form
    - W9
    -
- Documents for NTP
    - Acknowledgement page of the SCRC Grant Administration and Compliance Manual
    - Documentation of committed match. The amount of match listed in the grant agreement must be committed (using SCRC Form 1002) listing the sources and amount of funding from each source.
    - Updated project timeline (if needed)
    - Updated project budget narrative (if needed)
    - SCRC Grant Authorized Official & POC Form
    - Signed SCRC Procurement Policy
    - Signed SCRC Record Retention Policy Audited Financial Statements or most recent Federal Tax Return (990)
    - (Const. Only) Documentation of satisfactory completion of National Environmental Policy Act (NEPA).
    - (Const. Only) NEPA budget, scope of NEPA work to be completed, timeline for completion (construction grants only)
    - (Const. Only) BABA form
    - There may be other required items specific to the award that are listed within the Grant Agreement. (Check the Grant Agreement, all requirements are listed there).
    - Any additionally requested documentation

A project must be issued a Full Notice to Proceed to have authorization to commit and/or expend both SCRC funds and match/cost share funds for all project-related costs.

Securing Match

Documentation of committed match and/or cost share (**SCRC 1002 Match and Cost Share**) together with letters of commitment from match and/or cost share sources must be submitted to SCRC. If these letters were given as part of the original grant submission, they do not need to be resubmitted. If the matching agent has changed, new documentation detailed below must be completed.

The amount of match and/or cost share is identified within the executed grant agreement for the project in alignment with the project budget and narrative on file with SCRC.

- <u>Grantee is providing match</u>: Letter from the appropriate authority stating that the entity will provide the match. Letter is required to have the following elements: 1. states the amount of the commitment, 2. contains the dates that the commitment will cover, consistent with the period of performance in the grant agreement. **Please note**: If the funds will be used for paying staff within the grantee's organization, the letter should also state the following: 1. the # of hours or percentage of time staff are anticipated to work on the project, 2. the pay of those staff, and 3. the indirect cost rate that will be used, consistent with the grant agreement (if applicable).

- <u>Municipal lending:</u> Requires proof of authorization to spend. This may be different for different states, but may take the form of city council approval, a Town or City manager who has been authorized for all these transactions, or demonstration of town meeting approval. It is the grantee's obligation to ensure that they have the appropriate authority to loan funds for the project, but there must be some sort of authorization documented. In the case of town meeting, this may mean that a Notice to Proceed is not issued until after that time - meaning that no part of the scope can be completed until such time.
- <u>Letter of cash commitment from another source other than the grantee</u>: A letter is required to have the following elements: 1. states the amount of the commitment, and 2. contains a date that the award was made. A letter of submission (or 'application received' or 'pending') is NOT a letter of commitment.
- <u>In-Kind Services:</u> Provide a written plan of how the volunteer in-kind donation will be calculated. The volunteer rate may be used as match and should be consistent with the national average https://independentsector.org/value-of-volunteer-time-2023/. Volunteers may not be: (a) counted for the same activity in a different project (counted twice), or (b) be federal employees. Additionally, their time must be recorded and be submitted for reimbursements. You may not include any Indirect Cost Rate in addition to the rate calculated at the time of the grant agreement. The indirect cost rate identified in the grant agreement will be the rate for the performance period of the project. While the national rates may fluctuate, it is not feasible to renegotiate these rates during the project period.
- <u>Municipal Force Accounts:</u> These types of accounts may be used. Recipients must document that they have the staff and experience. Force account work is to work that the municipality can demonstrate is within the technical skill and managerial ability of the recipient and its forces. The recipient must provide an accounting of time and costs and provide appropriate documentation of indirect costs. Both staff salaries, and cost of mobilization and fees for vehicles may be counted as match when those costs are appropriately documented.
- <u>Land or other donated real property or equipment</u>: **NOTE: land transfers may not take place until after the Notice to Proceed had been issued**. A Letter of Intent from the current property owner will suffice and should include: (1) commitment to provide the land to the project; (2) the sale and 'appraised' value of the land; (3) anticipated date of transaction; and (4) identification of the property. Even if the property is being donated, a professional appraisal is required. NOTE: A municipal assessment is NOT an appraisal. An appraisal of the property must have been completed within the past 18 months, or an appraisal must be made prior to issuing a Notice to Proceed if the project is being donated. RE: equipment. The entity that is donating equipment must provide a letter with the following elements: (1) date that the equipment will be transferred to the grantee; (2) market value of the equipment; (3) description of the equipment.

Matching requirements may be met by other Federal grants where authorized, up to 80% of the total project cost so as not to exceed the maximum federal contribution allowed.

Neither costs, nor the value of third-party in-kind contributions, may count towards satisfying a matching requirement of a grant agreement if they have been, or will be, counted towards satisfying a matching requirement of *another* Federal grant agreement, a federal procurement contract, *or* any other award of Federal funds.

Cost financed by 'program income' shall not count towards satisfying a matching requirement unless they are expressly permitted in the terms of the grant agreement. SCRC has opted to regard program income through the deductive method as outlined in 2 C.F.R. 200. §.307(e)(1).

Costs and third-party in-kind contributions counting towards satisfying a matching requirement must be verifiable from the records of the recipients and sub recipients. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability or regular personnel costs.

All matching funds must be *committed* in the original submitted grant proposal with any modifications occurring prior to issuing of the grant award.

Grantees should communicate with all entities, **State Program Managers and SCRC staff, if there is any issue meeting the match requirements**. The grantee is responsible to contact

- SCRC Program Specialist
- State Program Manager
- LDD (if using as a grant authority)

All parties will discuss the challenges and determine a path forward. If the project is not able to move forward, these funds can be transferred to alternate projects that are ready to move forward toward completion.

National Environmental Policy Act (NEPA) (Construction Grants Only)

Enacted in 1970, the National Environmental Policy Act (NEPA) is a law that requires federal awarding agencies to consider the environmental impacts of their actions and decisions before they act. NEPA does not require that the action with the least environmental impact is taken, but that the consideration of potential environmental impacts be part of agency decision-making ***prior*** to the issuance of a Notice to Proceed.

To analyze potential environmental impacts and expedite the NEPA process, SCRC will:

- Work with M. Baker Int. (MBI) to review the NEPA intake form with you, which will allow us to determine what level of NEPA review is needed.
- MBI will work with you, the grantee, regarding what NEPA documentation needs to be completed and submitted to SCRC.
- In instances where you are completing NEPA requirements for another federal funder, SCRC, in conjunction with M. Baker Int. will analyze that funder's findings and determine whether we are able to certify their findings.

- Click on the following link to see the SCRC NEPA Process.

All SCRC applicants (construction and non-construction) are required to complete a NEPA Intake Form (Appendix R) with their applications. For construction projects, a Preliminary Engineering Report (PER) is also due along with the NEPA Intake Form at the time of submission. See our website for a PER example and sample projected costs analysis. The Build America, Buy America Act (the "BABAA") sets forth a domestic content procurement preference for infrastructure programs funded with federal funds. Specifically, "none of the funds made available for a Federal financial assistance program for infrastructure, including each deficient program, may be obligated for a project unless all of the iron, steel, manufactured product, and construction materials used in the project are produced in the United States." Recipient shall comply with the requirements of BABAA and require and ensure that all Subcontractors and Subrecipients comply as well.

Procurement Guidelines

Procurement actions involve the purchase of goods and services needed to support the grant award. Government-wide regulations contained in 2 C.F.R. 200 317-326 govern procurement actions. These regulations allow grantees to follow their own procurement procedures so long as they meet the minimum standards identified under Applicable Law and are consistent with 2 C.F.R. 200.

Procurement of goods and services shall be carried out following the Recipient's own procurement procedures provided that they meet the minimum standards established in 2 C.F.R. § 200.317-327 and appendix II of 2 C.F.R. § 200. Recipient shall ensure that every purchase order or other contract under this Agreement includes any clauses required by 2 C.F.R. § 200.326 (Contract provisions). Without limiting the generality of the foregoing, the Recipient shall take all affirmative steps identified in 2 C.F.R. 200.321 to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are solicited and utilized when possible. The Recipient shall develop and maintain a code of conduct for officers, employees, and agents that prohibits financial and familial conflict of interest and curtails solicitation or acceptance of gratuities in accordance with 2 C.F.R. 200.318(c). Subrecipients must follow the requirements of 2 C.F.R. §200.318 (General procurement standards) through 200.326 (Contract provisions) which includes the requirement that non-Federal entities maintain written standards of conduct covering conflicts of interest and governing the performance of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by an SCRC award if he or she has a real or apparent conflict of interest.

All services necessary for the design and engineering phases of the project shall be performed by qualified personnel. To the extent applicable, contracts for architect and engineering services shall be arranged using the competitive procedures identified in 2C.F.R.§ 200.320(b)(2)(iv) under which price may not be used as the sole selection factor. In addition, the Recipient may not enter into a cost-plus percentage of cost or a cost plus a percentage of construction cost contract.

In accordance with 2 C.F.R. 200.318(b), the Recipient shall exercise oversight to assure that contractors perform in accordance with the delivery requirements of the contract and that they comply with all terms and conditions. The Recipient shall enter into a sound and complete agreement with any contractor which is enforceable in the jurisdiction where the contract is to be performed and which contains the applicable clauses of 2 C.F.R. § 200.

SCRC reserves the right to review the procurement procedures of the Recipient at any time during the application review process or during performance of the grant in accordance with 2 C.F.R. 200.324. The Recipient shall keep all procurement documents in their project file in the event the project is monitored and/or audited for programmatic compliance. It is the responsibility of the Recipient to review and understand these applicable procurement requirements and ensure that the procurement process is conducted properly.

Reimbursements

Documentation for Requests for Reimbursements

Grantees should request reimbursements quarterly and must be able to provide supporting documentation as requested for **both** SCRC requested funds as well as expended match and cost share. Grantees that require additional reimbursement opportunities may request a modified schedule with SCRC Grants and Programs staff. Documentation includes anything that is necessary to demonstrate that the funds were spent; costs were incurred, and work was completed.

Grantees will be required to use SCRC's Reimbursement Request Template – SF270 (Appendix A) as well as a summary sheet - SCRC SF270 Supporting Doc (Appendix C). Both documents must accompany any reimbursement request for the SCRC team to process the request. With construction projects, Constructor Pay Apps are also required documentation. SCRC reserves the right to request additional supporting documents for any expenditures if the SCRC SF 270 supporting documentation is not deemed to provide enough depth or verification.

There may be a wide variety of ways to demonstrate costs for SCRC requested funds and match funds, but some examples include:

- Application and Certification for Payment (AIA Document G702) or other equivalent.
- Receipts for purchase of goods and supplies.
- Payroll records for staff salaries and/or benefits.
- Sign in sheet for volunteers with attached math demonstrating hours volunteered and the process used to arrive at match amount.
- Invoices from selected contractors and/or purchases. **An estimate is not an invoice, nor is a purchase order or packing slip.*

Each supporting document should demonstrate the following:

- Dates of the expense fall within the request period (Box 8 of the SF-270)
- The cost is an eligible expense in alignment with the project's most up-to-date budget

NOTE: None of the documentation to demonstrate work completed should be created for the express purpose of meeting any SCRC requirements. All documentation should be standard record-keeping, as identified in the grantees records retention policy furnished to the SCRC, that the grantee conducts on a regular basis following best practices and accounting of their work.

NOTE: SCRC will **only** cover costs up to the GSA per diem of the region when being used for travel associated with project. Food and Beverage purchases may be used for the purpose of a conference or forum held in support of the project and is clearly outlined in the project budget; however, SCRC will not cover the costs of alcoholic beverages or tips associated with the purchase of food or beverages.

Completing the SF-270

Requests for reimbursement are required to be accompanied by the SF-270 Request for Reimbursement form. Please refer to Appendix A and the below example for assistance in completing the SF-270 accurately:

Step by Step SF-270 Instructions **by Box Number** *(example below):*

1a. Always check "Reimbursement" as SCRC does not advance funds.
1b. Always check "Limited", unless it is your final request, in which you would check "Final".
2. Leave blank.
3. This should read Southeast Crescent Regional Commission or SCRC.
4. This is your SCRC project number.
5. This is your request number. For the first request, put 1, the second request, 2, and so on.
8. FROM box: This should be the next date after the end date of your last request (no gaps of time between request). E.g., If your last request period ended on 5/31/2023, then this box should read 6/1/2023. It should always be the first of a month, unless it is your first request then the date will reflect the date of your executed Notice to Proceed date.
8. TO box: This date should reflect the end of a month.
9. Grantee information as per the ACH on file.
10. Payee information if different than the grantee information.
11. Use columns (a), (b), and (c) to separate out types of costs, if it's helpful, but it is not necessary. Final amounts should be reflected in "TOTAL" column.
In "TOTAL" column with examples using Project X:
11a. Total project costs thus far (columns a + b + c). E.g., $150,000
11b. You should never have program income unless it is documented in your grant agreement. e.g., $0
11c. Equal to line 11a. E.g., $150,000
11d. This should always be $0, as SCRC does not advance funds. E.g., $0
11e. This is the total project costs thus far, equal to line c. E.g., $150,000
11f. This is the **cumulative** amount of expended match funds. E.g., $62,500
11g. This is the **cumulative** amount of SCRC funds requested (line e – line f). E.g., $87,500
11h. Total amount of SCRC funds **requested previously**. E.g., $43,750
11i. This is the amount of SCRC funds you are seeking for this reimbursement request. E.g., $43,750

Check your math! Work from the bottom up in the TOTAL column in box 11:

Line I + Line H = Line G
Line G + Line F = Line E, Line C, Line A
Line G / Line A should be equal to or less than your reimbursement rate noted in your grant agreement

12. Form must be signed and dated by the project's designated Authorized Official.

Reimbursement Request Example

Project X was awarded $350,000 of SCRC funds. They've committed $250,000 of matching funds to the project.
Their first request for reimbursement was for $43,750 of SCRC funds, with $31,250 of expended match documented.
For their second reimbursement request, the grantee has incurred an additional $75,000 in expenses. They are requesting $43,750 of SCRC funds for reimbursement and have an additional $31,250 of matching funds. The grantee should submit supporting documentation for both SCRC requested funds as well as expended match.

SF-270 Example

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ ACTIVITIES		(a) Project X	(b)	(c)	TOTAL
a. Total program outlays to date	(As of date) 3/31/2024	$ 150,000.00	$	$	$ 150,000.00
b. *Less:* Cumulative program income					0.00
c. Net program outlays *(Line a minus line b)*		150,000.00	0.00	0.00	150,000.00
d. Estimated net cash outlays for advance period					0.00
e. Total *(Sum of lines c & d)*		150,000.00	0.00	0.00	150,000.00
f. Non-Federal share of amount on line e		62,500.00			62,500.00
g. Federal share of amount on line e		87,500.00			87,500.00
h. Federal payments previously requested		43,750.00			43,750.00
i. Federal share now requested *(Line g minus line h)*		43,750.00	0.00	0.00	43,750.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				0.00
	2nd month				0.00
	3rd month				0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY	
a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$ 0.00

Submitting the SF-270

Requests for reimbursement should be emailed to grants@SCRC.gov, and the associated program specialist, quarterly or as defined by arrangements requested by the grantee as needed to support the success of the project. Once SCRC receives the request, it will be processed in all due diligence. An SCRC staff member will follow up with the grantee if additional information is needed. If there are no issues, the request will be forwarded for reimbursement through the Treasury to be electronically transferred to the grantee's bank account using the ACH information provided. When the request is processed, the recipient will receive an email acknowledging the request has been processed. A grantee can expect to receive payment within 10 business days.

Assume, for planning purposes, that SCRC funds may be received up to a month after submitting a request for reimbursement. Please note processing times may vary based on volume and capacity. **All projects should be able to pay their bills within a month of receiving them without anticipating that SCRC will cover costs immediately**.

As a reminder, 5% of the total SCRC award will be held until all project close-out documents are received by SCRC. A grantee's final reimbursement request will not be processed until all required close-out documentation is received, including documentation of all required match.

Performance Period

It is expected that all grants complete the full project within the given timeframe of two years as identified in the grant agreement. If a project cannot be completed within the approved period of performance, an extension of time may be requested. Requests should be made prior to the end of Period of Performance listed in the grant agreement and be sent to grants@SCRC.gov and the assigned program specialist. If the grant agreement is expired no funds can be reimbursed.

Requests for extension should include:

- The reason for the extension and the proposed revision to Period of Performance.
- A revised project timeline.
- Grantees should confirm the scope, budget and match for the project remain unchanged.
- If the scope, budget, or match will be changing, documentation to support those changes must also be provided.
- Copy of submittal sent to State Program Manager within 10 days of the request.

If an extension is not approved, or if more than one extension is granted, and the grantee is unable to complete the project within the timeframe outlined, the grantee risks being excluded from applying for future investment grant rounds.

Budget Modifications

No increases to the SCRC award will be made. Any cost overruns are the responsibility of the grantee. In accordance with 2 C.F.R. §200.308, when the federal share of the project costs exceeds $250,000, SCRC exercises its option to limit cumulative transfers between direct cost categories (line items) or grant programs, functions, or activities to ten (10) percent or less of the budget as last approved by SCRC. In accordance with 2 C.F.R.§200.207, SCRC may exercise this option in cases where the federal share of the project is less than $250,000. As noted above and consistent with 2 C.F.R.§200.308, budget changes that involve revision of the scope of work or objectives of the project (regardless of the grant amount) require SCRC prior approval.

To request a budget modification or amendment, submit the revised budget using the budget narrative form as well as the budget modification or amendment form in Appendix R or S for justification to the assigned program specialist, grants@SCRC.gov and copy the e-mail to the state program manager. Grantees are cautioned against moving forward without prior approval of changes from SCRC. Such action may trigger enforcement steps by SCRC, such as those permitted under 2 C.F.R.§200.208 (imposition of special conditions), and 2 C.F.R.§200. 340 (suspension or termination of award). SCRC will notify the grantee and copy the state program manager within ten days of the submittal of all documents.

Changes in a Project

The approved grant agreement and budget define the project's parameters. However, adjustments may be necessary once performance begins, such as changes in project timing, scope, or funding. Grantees must obtain SCRC review and approval before proceeding with any project changes.

To request project changes, grantees must complete and submit SCRC's Contract Amendment Checklist (Appendix T). The checklist should be accompanied by the required supporting documentation. Failure to obtain SCRC approval before making changes may result in enforcement measures as authorized by 2 C.F.R. 200. §.207 or 2 C.F.R. 200. §.208.

Change in Authorized Official

The SCRC requires a resolution from the applicant's legal authority authorizing the executive responsible for signing all SCRC investment documents on behalf of the applicant. This individual is referred to as the "Authorized Official." If the Authorized Official changes during the award performance period, the grantee must submit an executed Grant Point of Contact Sheet and an updated Authorized Official Resolution to document the change.

The resolution should indicate the executive's name and title and grant permission to sign all SCRC investment documents that bind the applicant. Only one individual can serve as the Authorized Official for a project, although other named grantees may have signatory authority. Examples of legal authorities include select boards and councils for municipalities, commissions for counties, state authorized officials or boards for states, and boards of directors or trustees for nonprofits.

If other key grant personnel should be included in project-related correspondence, they are required to be listed on the Grant Point of Contact Sheet, without the need for resolution or other supporting documentation. Only authorized officials can sign SCRC the official grant documents that bind the applicant, such as the grant agreement; however, other personnel may have signatory authority with documents for reporting or reimbursement, such as the SF-270 and SF-425 as well as the quarterly reporting documents.

Change in Scope

The grant agreement defines the project's scope, and SCRC operates with flexibility within these parameters. Projects must adhere to the approved budget, scope of work, and intended outcomes stated in the funding application.

When circumstances interfere with fulfilling the approved scope, a change in scope can be requested. This formal process requires the grantee to submit a narrative detailing the proposed scope change, associated budget modifications, confirmation of the project's match, verification of intended outcomes and, if applicable, a revised timeline.

Changes in scope or outcomes, whether initiated by the applicant, co-applicant, or subrecipient, necessitate SCRC's written approval following 2 C.F.R. 200. §.308 guidelines. SCRC is a competitive program, and changes will be considered on a case-by-case basis, provided they do not negatively impact the competitive process used for SCRC awards. SCRC or the state(s) that funded the project may reject changes if they significantly differ from the initially approved project.

The narrative must explain the rationale for adding, modifying, or deleting an activity and how these revisions affect the expected project outcomes. Send your request and supporting documentation to grants@SCRC.gov, with copies to the state program manager and the local development district providing grant administration assistance. For additional guidance on requesting and documenting project changes, please refer to 2 C.F.R. 200. § and Appendix T of this manual.

Other Project Changes

All organization name changes, or non-profit status changes must be reported to SCRC. The reported change and documentation supporting the request must be sent to grants@SCRC.gov with a copy to the state program manager and the local development district providing grant administration assistance on the project. Please see 2 C.F.R. 200. § and Appendix T of this manual for additional guidance on requesting and documenting project changes.

Project Oversight

SCRC exercises responsible stewardship of Federal Funds in a manner that is transparent and accountable to the public. This approach builds trust in future appropriations and demonstrates the success of the collaborative effort of the Federal Government and the States of Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Virginia. Oversight of programs and projects is important to ensure that grant agreements are carried out in the manner anticipated, to deter fraud and abuse, and to recommend future policies to promote efficiency with limited dollars. Equally important is the need to tell the successful stories of communities throughout the region and how funds have leveraged investment, public support, and innovation.

SCRC staff will respond to all indications of fraud, waste and/or abuse and will rely on applicable laws and regulations and, if necessary legal counsel, to determine appropriate response actions and remedies.

Grantees bear the responsibility of diligently managing federal funds in strict accordance with relevant laws, regulations, and the stipulations outlined in their SCRC grant agreement. Grantees must thoroughly acquaint themselves with the specific obligations they undertake when seeking and accepting public funds, as errors may occasionally arise due to misunderstandings. These misunderstandings should ideally be promptly resolved without necessitating formal corrective actions. Grantees who demonstrate transparency and openness significantly expedite this resolution process.

In cases of noncompliance, SCRC staff will collaborate with grantees to address isolated and unintentional instances, ensuring that they are brought into compliance. Nevertheless, there may be situations where, as determined by the SCRC, the implementation of a formal corrective action plan becomes necessary. The primary goal is to guide the grantee toward compliance while minimizing disruptions to the federally funded project, whenever feasible.

Grantees should be alert to conditions that may represent noncompliance. These include but are not limited to:

Level I – Failure to follow required administrative procedures

Level-I compliance issues could include, but are not limited to the following:

- Lack of documentation necessary to justify expenses for reimbursement
- Improperly completing forms and grant agreements
- Incomplete or late quarterly reports
- Incomplete project files
- Consistently missing signatures and dates on documents, or other lack of attention to detail that demonstrates capacity and/or professional limitations
- Failure to notify SCRC when there is a change in key contact information

Level II – Failure to follow federal statutes, rules, policies and/or the SCRC Grant agreement

> **Level 1 noncompliance** may result in project being unable to request SCRC funds until the noncompliance(s) are satisfactorily corrected.

Level-II compliance examples could include, but are not limited to the following:

- Lack of communication with SCRC and/or the contracted LDD
- Use of funds outside the scope of services outlined within the SCRC grant agreement
- Failure to meet the match outlined within the SCRC grant agreement
- Use of funds, equipment or other resources purchased with SCRC funds to obtain income when not expressly written into the SCRC grant agreement
- Not completing the project within the project timeline as described in the SCRC grant agreement unless a formal written extension has been granted

Level 2 noncompliance may result in project being flagged with a Hold, not eligible to seek reimbursement, and may result in project costs being deemed ineligible for SCRC reimbursement or counted as match/cost share. **Level 2 noncompliance** may also result in the payback of SCRC funds.

- Purchase of equipment and/or real property when not explicitly outlined within the SCRC grant agreement
- Incomplete, or failure to attain, the deliverables outlined in the Grantee's application and/or SCRC grant agreement
- Use of funds that are inconsistent with all federal and state laws
- Improper procurement
- Use of funds that in any way influences activities associated with obtaining grants, contracts, competitive agreements, or loans as laid out in 2 C.F.R. 200. §.450.
- Repeated instances of Level-I noncompliance
- Not following a corrective action plan outlined in response to Enforcement of Level-I noncompliance.

NOTE: Consistent and/or egregious acts of noncompliance, in addition to what is noted above, may also result in the project being ineligible to seek SCRC funding for a specific period of time.

Enforcement of Compliance

If SCRC determines a Level I or Level II failure as outlined above and the noncompliance is material in its nature or degree, or that work performed under the grant is substandard or performed in any way that violates federal, state, or local law, SCRC may undertake enforcement actions consistent with the requirements of 2 C.F.R. 200. §.207 and 2 C.F.R. 200.339.

Written notice of any enforcement action will be sent by documented means to the responsible official of the grantee noted in the grant agreement. Enforcement action may include, in progressive order of discipline:

- Impose special conditions in accordance with 2 C.F.R. 200. §.207.

- Disallow all or part of the cost of the activity or action found to be in noncompliance; disallowed costs will be collected in accordance with the Federal Claims Collection Standards (31 C.F.R. 900).
- Temporarily withhold cash payments pending correction of the deficiency by the grantee.
- Wholly or partly suspend or terminate the Federal award. SCRC is required to report terminations for material failure to comply with award terms and conditions to the System of Award Management (SAM), which may affect future Federal funding for the grantee.
- Determine, based on the risk assessment procedures in 2 C.F.R. 200. §.206, not to fund a grant application submitted by the grantee.
- Initiate suspension and/or debarment proceedings as authorized under 2 C.F.R. 200. §.214. This requires SCRC to notify the System of Award Management (SAM) of the issues, which may prohibit other Federal funding to the Grantee in the future for a period of 5 years.

Monitoring

Monitoring by SCRC involves the continuous collection or relevant information about the performance and administration of grantees. Monitoring can be conducted using a variety of techniques including routine communication with grantees, desk review of submitted information and required reports, and site visits. Please see Appendix U of this manual for information on SCRC's monitoring protocols.

Site Visits

SCRC may conduct site visits as needed but is not required to do so. The purposes of the site visits may involve enhancing communications with the grantee, reviewing project progress and administrative activities, gathering information that has not been obtained through other means, and providing support and technical assistance.

Prior to the site visit, SCRC staff will contact the grantee and, if needed, provide the checklist that may be used during the visit. When an inquiry is made, all files shall be made available to SCRC or the State where the project was funded. Appendix U provides SCRC's protocol for monitoring and site visits.

Records Retention and Access

Financial records, supporting documentation, statistical records, and all other grantee records pertinent to the SCRC grant award must be retained for a period of three years following submission of the final expenditure report on that award. These records are accessible to SCRC, the Comptroller General of the United States, independent auditors and the States of Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Virginia, independent auditors engaged by the grantee, and any of the duly authorized representatives for the purpose of making audits, examinations, excerpts, and transcripts. In accordance with Executive Order 13642, electronic and machine-readable formats are the preferred method for collecting and storing such records. The rights of access include timely and reasonable access to the grantee's personnel and contractors for the purpose of interview and discussion related to the records. Additional instructions about exceptions to these general rules and possible extension of the retention period are contained in 2 C.F.R.200.334.

Dispute and Appeals

A Grantee may appeal any finding of noncompliance and resulting enforcement action. The appeal shall be in writing and contain supporting evidence. It must be sent to SCRC within 30 calendar days of receipt of the notice identified above. All appeals shall be reviewed by the State Co-Chair. The State Co-Chair shall render a decision to dismiss, amend or uphold the recommendation of SCRC staff. If the Grantee disagrees with the State Co-Chair's decision, the same appeal may be submitted to the Federal Co-Chair and a determination to dismiss, amend, or uphold shall be issued by this body. All determinations by the Federal Co-Chair shall be considered final decisions of SCRC.

Reporting Requirements

Quarterly Progress and Financial Reports

Quarterly progress and financial reports for projects will be due to SCRC in accordance to the following schedule, from September 1 of the initial award year to the close out of the project:

Quarter	Reporting Period	Report Due
Interim	Project Start Date to Sept 30	Oct 31
Q1	Oct 1 – Dec 31	Jan 30
Q2	Jan 1 – March 31	April 30
Q3	April 1 – June 30	July 31
Q4	Aug 1 – Sept 30	Oct. 31
Q5 & Q6	Oct 1 – March 30	April 30
Q7 & Q8	April 1 – Project End date	Oct 31
Final Reporting	Project Start – Project End	Dec 31

Reports are due after awards have been announced, regardless of the amount of work that has been completed. These are not optional tasks for grantees. Reports must be sent to **grants@SCRC.gov** and designated program specialist with the Grant Agreement number in the subject line of the email.

The Interim/Quarterly project workbook must be used for all reports. Grantee should complete the quarterly narrative, update SCRC Target Sheet, update Grantee Specific Target Sheet, and Project Timeline. Find an example of the Project Workbook in Appendix S-Appendix U of this Compliance Manual.

Projects must submit financial reports using the **SF 270 and SCRC SF-270 Supporting Document quarterly,** as well as the SF 425 for annual reporting, which will be due on November 15 for each federal fiscal year (October 1 to September 30) as well as within 90 days after the close of the project – even if the close out of the project takes place only a month or two after the September 30th date.

Construction Project Reporting:

In addition to the required reporting above, SCRC will be working with Michael Baker International (MBI), an engineering and construction consultation firm, as well as Tidal Basin, a construction grant management support firm, to review all submissions. Each construction grantee will submit all required reporting as described above and these submissions will be reviewed by SCRC, MBI and Tidal Basin for additional oversight regarding all aspects of the construction project. MBI and Tidal Basin will then work with SCRC to ensure that the project is on track as well as all purchases match the budget and support the project. Lastly, in addition to connecting with SCRC, MBI and Tidal Basin will contact grantees to work through any issues that may present themselves during this review.

Close Out Reporting:

The following close out documents are required to be emailed to grants@scrc.gov and the designated program specialist within 90 days after completion of the project or the end of the performance period, whichever is sooner. There are seven (7) items that are required for project close-out. The close out checklist is located in Appendix V.

Form	Description	Details
SF-270	Final Reimbursement Request	• Ensure Total program outlay and federal share are consistent with grant agreement and budget • Check FINAL in box 1.b • Any remaining funds may be de-obligated from the project
Final Performance Report	Final Performance Report	• Ensure all quarterly reports have been submitted to date • Provide a summary of the ENTIRE project from notice to proceed to completion
SF-425 (Appendix D)	Final Federal Financial Report	• Provide a financial summary of the ENTIRE project from notice to proceed to completion • Project total should include last reimbursement request amount
Performance Outcomes	Performance Measures	• Final report on performance measures and outcomes at the close of the project and again 3 years after project close-out. • Reference your original workplan
SF-428S (if applicable)	Equipment Inventory	• Only required if equipment purchased over $5k. • Depreciation schedule(spreadsheet) required for EACH item.
SF-429A (if applicable)	Real Property	• Document real property purchased with Notice of Federal Interest. • Provide leases if applicable.

Deliverables	Project Photos, Reports, Evaluations, Final Products, Press Releases	• 3-5 photos of final project OR; • Reports/Blogs/Final products • A photo release should also be filed with SCRC, a sample of which is found in Appendix W.

Appendix A – Application for Federal Assistance (SF-424)

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
Preapplication	New	
Application	Continuation	* Other (Specify):
Changed/Corrected Application	Revision	

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. UEI:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant   * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding ($):

* a. Federal
* b. Applicant
* c. State
* d. Local
* e. Other
* f. Program Income
* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes   No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Appendix B – Budget Information (Non-Construction Programs) (SF-424A)

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds: Federal (c)	Estimated Unobligated Funds: Non-Federal (d)	New or Revised Budget: Federal (e)	New or Revised Budget: Non-Federal (f)	New or Revised Budget: Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					$
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$	$	$	$	$
7. Program Income	$	$	$	$	$

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Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

Appendix C – Assurances (Non-Construction) (SF-424B)

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Appendix D – Budget Information (Construction) (SF-424C)

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	$	$	$
2. Land, structures, rights-of-way, appraisals, etc.	$	$	$
3. Relocation expenses and payments	$	$	$
4. Architectural and engineering fees	$	$	$
5. Other architectural and engineering fees	$	$	$
6. Project inspection fees	$	$	$
7. Site work	$	$	$
8. Demolition and removal	$	$	$
9. Construction	$	$	$
10. Equipment	$	$	$
11. Miscellaneous	$	$	$
12. SUBTOTAL *(sum of lines 1-11)*	$	$	$
13. Contingencies	$	$	$
14. SUBTOTAL	$	$	$
15. Project (program) income	$	$	$
16. TOTAL PROJECT COSTS *(subtract #15 from #14)*	$	$	$
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X %		$

Appendix E – Assurances (Construction Programs) (SF-424D)

View Burden Statement

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Appendix F – Certification Regarding Drug-Free Workplace Requirements

Certification Regarding Drug-Free Workplace Requirements

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than give calendar days after such conviction;

(e) Notifying the Board in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:
Street Address
City, State Zip Code

____
Typed Name / Title of Certification Official

______________________________ ____________
Signature of Certification Official Date

Appendix G – Certification Regarding Lobbying for SCRC Agreements

Certification Regarding Lobbying
for SCRC Agreements

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer of employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

____
Typed Name / Title of Certifying Official

______________________________ ______________
Signature of Certifying Official Date

Appendix H – Certification Regarding Debarment, Suspension, and Other Responsibilities Matters Primary Covered Transactions

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549 and 1268, 2 CFR part 180.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its Board:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Organization Name:

Date

By

Name and Title of Authorized Representative

Signature of Authorized Representative

Appendix I – W-9 Request for Taxpayer Identification Number and Certification

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Appendix J – ACH Vendor/Miscellaneous Payment Enrollment Form (SF-3881)

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY: Southeast Crescent Regional Commission		
AGENCY IDENTIFIER: SCRC	AGENCY LOCATION CODE (ALC): 01240900	ACH FORMAT: ☒ CCD+ ☐ CTX
ADDRESS: 1901 Assembly St. Columbia, SC 29201		
CONTACT PERSON NAME: Dr. Jennifer Clyburn Reed		TELEPHONE NUMBER: (202) 599-8310
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME: Same as above	TELEPHONE NUMBER: ( )

FINANCIAL INSTITUTION INFORMATION

NAME: TO BE COMPLETED WITH VENDOR / CONTRACTOR BANK INFORMATION		
ADDRESS:		
ACH COORDINATOR NAME:		TELEPHONE NUMBER: ( )
NINE-DIGIT ROUTING TRANSIT NUMBER:		
DEPOSITOR ACCOUNT TITLE:		
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:	
TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX		
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)		TELEPHONE NUMBER: ( )

Appendix K – Grant Verification of Authorized Official(s)

SCRC Grant Verification of Authorized Official(s)

Project Name:

Grantee Name:

SCRC Grant Award #:

List the Authorizing Official as well as the two (2) individuals who are responsible for the programmatic and financial aspects of your SCRC grant. Please ensure the contact information is accurate and up to date. This information is crucial for effective communication and management of your SCRC project, and through the SCRC Grant Portal. If the Authorizing Officials are not the main Persons of Contact, please list the names, title, responsibility (finance, programmatic, etc.), and phone numbers of those individuals, as well.

Authorizing Official	Title	Email Address	Phone Number
Additional Signatory Authority for Programmatic Responsibility	**Title**	**Email Address**	**Phone Number**
Additional Signatory Authority for Fiscal Responsibility	**Title**	**Email Address**	**Phone Number**

Additional Persons of Contact	Title and Responsibility	Email Address	Phone Number

Signature of Authorized Official

Printed Name of Authorized Official

Date

Appendix L – Certification of Committed Match and Cost Share

CERTIFICATION OF COMMITTED MATCH AND COST SHARE

Grantee Name:

SCRC Grant Award #:

SCRC Award Amount:

Match & Cost Share*: $

***Total of all sources must align with both the SCRC award amount, and the match and cost share as represented in the executed Grant Agreement for the award.**

List each source and amount of match and cost share commitment separately. Include documentation of commitment from each source to this form. **Please see SCRC's Grant Manual for guidance on what is considered eligible commitment documentation.**

Source	Amount	Documentation Provided

If more space is needed, attach a separate piece of paper listing each match and cost share source.

Signature of Authorized Official

Printed Name of Authorized Official

Date

Appendix M – Buy America, Build America (BABA) Certification

BUY AMERICA, BUILD AMERICA (BABA) ACT CERTIFICATION

All grantees must comply with the Build America, Buy America Act (the Act), Pub. L. No. 117-58, §§ 70901-52, including the implementing requirements at 2 CFR Part 184 and M-24-02 and M-22-11. None of the funds provided under this award may be used for an infrastructure project unless:

a) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
b) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
c) All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed in the definitions section below.

Incorporation into an infrastructure project - The Buy America preference only applies to articles, materials and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers – When necessary, recipients may submit a written waiver request to SCRC to waive the Buy America Preference. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by SCRC and the Office of Management and Budget Made in America Office.

Recipients should consult the SCRC Buy America webpage to determine whether there are any applicable waivers in place.

When SCRC has determined that one of the following exceptions applies, a final determination of the waiver request will be made:

i. applying the Buy America Preference would be inconsistent with the public interest.
ii. the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
iii. the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Before applying a Buy America preference to a covered program that will affect Tribal Communities, SCRC will follow the consultation policies established through Executive Order 13175, Consultation and Coordination with Indian Tribal Governments.

Name and Title of Authorized Official

Signature of Authorized Official Date

Appendix N – Procurement Attestation

SCRC Grantee Procurement Attestation

Grantee: ____
Grantee Number: ____________________________________

Purpose:
This document provides a list of the minimum standards for Procurement, as outlined in 2 CFR 200.317-200.326.

General Procurement Standards
Ethical Conduct:
The policy should include a provision that requires employees involved in procurement to act with integrity and avoid conflicts of interest.
Oversight:
The policy should ensure that the organization will maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Full and Open Competition
Promoting Competition:
The policy should include steps to promote full and open competition in procurement processes, avoiding practices that would limit competition.

Methods of Procurement
The policy should outline the acceptable methods of procurement and when each method is appropriate:
- *Micro-purchases* (≤ $10,000): The policy can permit micro-purchases without soliciting competitive quotes, provided the price is reasonable.
- *Small Purchases* ($10,001 - $250,000): The policy should require obtaining price or rate quotations from an adequate number of qualified sources.
- *Sealed Bids* (≥ $250,000): The policy should require formal advertising and sealed bids for purchases over the simplified acquisition threshold, particularly in construction contracts, where fixed-price contracts are preferred.
- *Competitive Proposals* (≥ $250,000): The policy should allow for competitive proposals in cases where sealed bids are not appropriate, particularly for professional services contracts.
- *Non-competitive Procurement:* The policy may specify that non-competitive procurement (sole source) is only allowed in specific circumstances.

*** The amounts listed represent the maximum limits. Some organizations may have more stringent internal policies.*

Cost or Price Analysis
Cost/Price Analysis for Large Purchases:
The policy should require a cost or price analysis for procurements exceeding the simplified acquisition threshold ($250,000), including evaluating independent cost estimates.

Procurement of Recovered Materials
Use of Recovered Materials:
The policy should include a provision requiring the purchase of products containing recovered materials in accordance with 2 CFR 200.322.

Contract Provisions
Required Contract Clauses:
The policy should ensure that contracts include the necessary clauses required by federal statutes, executive orders, and regulations. Key clauses include:
- Termination for cause and convenience.
- Equal Employment Opportunity.
- Davis-Bacon Act (for construction over $2,000).
- Rights to inventions made under a contract or agreement.
- Debarment and suspension compliance.
- Provisions for compliance with the Clean Air Act and the Federal Water Pollution Control Act.

Bonding Requirements (for Construction or Facility Improvement Projects)
Bonding Policy Compliance:
The policy should comply with bonding requirements for construction projects exceeding $250,000, including:
- bid guarantee.
- performance bond.
- payment bond for labor and materials.

Contract Administration
Contract Oversight:
The policy should include procedures for contract administration, ensuring that contractors perform in accordance with the contract terms, including tracking costs and performance standards.

Records Retention and Documentation
Procurement Documentation:
- The policy should require the retention of procurement documentation, such as:
- Rationale for the method of procurement.
- Selection of contract type.
- Contractor selection or rejection.
- Basis for the contract price.

I, ____________________________, hereby certify that the procurement standards outlined above will be adhered to throughout the duration of this grant. Should the grantee's internal procurement policy impose more stringent requirements, those will be followed accordingly.

____ ____________

Authorized Official Signature Date

Appendix O – Record Retention Policy Attestation

SCRC Grantee Record Retention Attestation

Grantee: ____
Grantee Number: ___________________________________

Purpose:
This document provides a list of standards for Records Retention, as outlined in 2 CFR 200.333-337

Record Retention Period
Three-Year Minimum Retention Period: The policy should specify that all records related to federal grants will be retained for at least three years from the date the final financial and performance reports are submitted.
Exceptions:

a. Litigation, Claims, or Audits: The policy should state that if litigation, claims, or audits begin before the end of the three-year retention period, records should be retained until all issues are fully resolved.
b. Program Income (Real Property/Equipment): The policy should require retention of records related to real property and equipment purchased with federal funds for three years after final disposition.
c. Indirect Cost Rate Proposals: If applicable, the policy should specify that records supporting indirect cost rate proposals be retained for three years from the date of submission to the federal awarding agency.

Methods of Record Retention
Acceptable Formats:
The policy should indicate the format as to how the records will be retained. (e.g., paper, electronic, or digital media) Any method is acceptable as long as they are easily retrievable.

Security Measures:
The policy should include procedures to safeguard the confidentiality, integrity, and availability of records. This should include security protocols for:

a. Unauthorized access prevention.
b. Protection from alteration or destruction.
c. Backup procedures for electronic records.

Access to Records
Internal Access:
The policy should define who within the organization is authorized to access grant-related records and under what circumstances access is granted.

External Access:
The policy should state how records can be made available to authorized representatives of the federal awarding agency, pass-through entities, and auditors when required by law or grant agreements.

Destruction of Records
Authorized Destruction Procedures:
The policy should clearly state that records will only be destroyed after the retention period ends and after ensuring no audits, investigations, or claims are pending.

Secure Destruction Methods:
The policy should outline acceptable destruction methods, such as shredding for paper records and secure deletion for electronic records, ensuring sensitive information cannot be retrieved.

Policy Review and Updates
Periodic Review:
The policy should specify that it will be reviewed at least annually or whenever there are changes in federal regulations or organizational processes to ensure ongoing compliance.

Updating Procedures:
The policy should have a provision for updating it when there are changes in federal grant requirements or internal processes, and grantee staff should be informed of these updates.

Responsibilities
Grantee Responsibilities:
The policy should assign specific responsibilities for ensuring compliance with the retention policy, including roles for staff members who manage and safeguard the records.

Grants Manager/Compliance Officer:
The policy should designate a person or team (e.g., Grants Manager or Compliance Officer) responsible for overseeing the implementation and enforcement of the retention policy.

Record Custodians:
The policy should identify individuals responsible for maintaining and securing grant-related records during the retention period.

I, __________________________, hereby certify that the record retention standards outlined above will be adhered to throughout the duration of this grant. Should the grantee's internal record retention policy impose more stringent requirements, those will be followed accordingly.

____ ____________

Authorized Official Signature Date

Appendix P – SCRC NEPA Intake Form

SCRC NEPA INTAKE FORM

Additional Project Questions:

Questions	Answer	Explanation
Will any digging or excavation occur during the project? [If so, please explain the nature of this activity and the estimated depth]	☐ Yes ☐ No ☐ Unsure	
Does the project involve work to existing structure(s)? [If so, please describe the age of the structure]	☐ Yes ☐ No ☐ Unsure	
Have there been any known flooding events in or near the project location? [If so, please explain]	☐ Yes ☐ No ☐ Unsure	
Will any trees be removed during the project? [If so, please provide the number (or acreage) of trees to be removed]	☐ Yes ☐ No ☐ Unsure	
Are there any *schools, residences, libraries, hospitals, or other care facilities near the project site?* [If so, please describe and approximate the distance to the project site]	☐ Yes ☐ No ☐ Unsure	
Please describe the type of construction equipment that will be used during the project.		
Please provide the anticipated months for construction (e.g., May–Oct).		
If the project involves the acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements, please provide the estimated change in size or capacity of the facility (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets, restoring a building).		

SCRC NEPA INTAKE FORM

Project Description	
Location of the proposed action (address, GPS coordinates, or KMZ file. A KMZ file is a location file that can be made in Google Earth):	
The project description provided here should be different from the description provided previously in the SCRC Grant Application. For the purposes of NEPA, the project description should focus on what will physically be taking place in order to carry out the proposed project. If applicable and available, please provide site photos as an attachment to this form. **Please include all components of the project, including those that are *not* funded by SCRC.** *For example, if your project involves the renovation of an existing facility to repurpose the space to be used as a business incubator space, you should provide details of what renovation activities will be taking place (ex. demolition of walls to update the existing layout, installing new equipment, electrical upgrades, and any exterior/landscaping that may be part of the scope of work, including if any vegetation will be removed), the amount of square footage that will be renovated, and the anticipated timeframe of construction. If your project does not involve construction, you should detail specifically what the SCRC funds would be paying for and what will take place as a result. For example, if your project is providing technical assistance to small dairy farmers to support the transition to organic products, you would note that SCRC funds would pay for consultants and that technical assistance would consist of performing site visits to dairy farms, developing recommendation reports for farmers, and performing associated administrative tasks.*	

SCRC NEPA INTAKE FORM

Are there any other environmental review processes, consultations, or permits underway? *If yes, please fill in the following information:* **Agency:** **POC at Agency:** **POC Email Address:** **Status (e.g., in progress, complete):**	☐ Yes ☐ No
Are there any other ongoing or planned projects in the proposed project area? *If yes, please describe these projects:*	☐ Yes ☐ No
Is this project dependent on the completion of another project and/or are there any other projects that cannot move forward without the completion of this project? *If yes, please provide a brief description of these other projects (include attachment if the space provided below is not sufficient):*	☐ Yes ☐ No
Has any public outreach or engagement work been done for this project? *If yes, please provide a brief description of this work:*	☐ Yes ☐ No
Is there any known or anticipated public controversy that would result from the implementation of the project activities (i.e., a public dispute over the proposed land use)? *If yes, please provide more information:*	☐ Yes ☐ No
What is the anticipated timeline for starting project implementation? Please note, SCRC does not allow projects to begin before a Notice to Proceed, which will not be issued until NEPA obligations have been satisfied. The anticipated start date indicated here should be after the project anticipates receiving a Notice to Proceed.	

SCRC NEPA INTAKE FORM

The National Environmental Policy Act (NEPA) requires that federal agencies consider the potential environmental impacts of their actions before implementation or spending funds on the proposed project. Applicants must complete this NEPA Intake Form as part of your SCRC full application. Please provide attachments to support the information provided on this form, as needed.

Note: Completion of this form does not satisfy NEPA. The information will assist SCRC in determining what NEPA analysis will be required. If your project is funded, the NEPA process must be complete before SCRC will issue a Notice to Proceed.

Entity applying for funding:			
Point of contact (POC) Name: **POC Phone:**		**Date:** **POC Email:**	
Project Name:			
Has this project been awarded other state/federal funding? (See two rows below if anticipated) *If yes, please list the other federal funders here and provide agency POC contact information (include attachment if the space provided below is not sufficient):*			☐ Yes ☐ No
Agency #1: **Funding Program:** **POC Name:** **Email:**	**Agency #2:** **Funding Program:** **POC Name:** **Email:**	**Agency #3:** **Funding Program:** **POC Name:** **Email:**	
Does this project anticipate receiving other federal/state funding (but has not received confirmation yet)? *If yes, please list the other state/federal funders, the funding program (if known), and the anticipated date for notification of funding decision:*			☐ Yes ☐ No
Is a NEPA process currently underway or complete for this project as required by other federal funding? *If yes, please fill in the following information:* **Federal Agency:** **POC at Agency:** **POC Email Address & Phone Number:** **Status of NEPA (e.g., in progress, complete):**			☐ Yes ☐ No

Appendix Q – Budget Narrative (Construction)

Required - Budget Narrative for Construction SEID Application			
Below are descriptions of operational activities, based on the required line items found in SF424A - Please provide details pertaining to your project and add or delete lines as applicable to your project. The yellow highlighted areas below will self populate as information is entered.			
Please Enter Project Period (up to 24 months):			
Project Title:			
Applicant Name:			
COST CATEGORY	***Please make sure to break out costs by SCRC & matching columns***		
Administrative and Legal Expenses - In the space below, list total administrative expenses, attorney's fees, court costs, and /or other related expenses, directly associated with the project. Costs related, but not limited to, criminal and civil proceedings, claims, appeals, and other infringements are unallowable. (For more information regarding allowability, please see 2 CFR 200.435).	**SCRC**	**Matching Funds**	**TOTAL (SCRC + Total Match = Should Equal Estimated Cost)**
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Administrative and Legal Expenses	**$0.00**	**$0.00**	**$0.00**
Land, Structures, Right(s)-of-Way, Appraisals, etc. - Provide details regarding any land and/or structures to be acquired, construction of buildings, rehab of existing properties, etc. The budget should reflect estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements) if they are not known at time of submission.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00

			$0.00
			$0.00
			$0.00
Total Land, Structures, Right(s)-of-Way, Appraisals, Etc. Expenses	**$0.00**	**$0.00**	**$0.00**
Relocation Expenses and Payments - **Enter estimated costs related to relocation assistance. (SCRC funds may not be used for relocation expenses or payments)**			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Relocation Expenses and Payments	**$0.00**	**$0.00**	**$0.00**
Architectural and Engineering Fees - List all costs of architectural and en gineering fees to include professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services; and, professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of property.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Architectural and Engineering Fees	**$0.00**	**$0.00**	**$0.00**
Other Architectural and Engineering Fees - List other profession al services of an architectural or engineering natue, or incidental services, that members of the architectural and engineering professions may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, compehensive planning, program management, conceptual design, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00

Total Other Architectural and Engineering Fees	$0.00	$0.00	$0.00
<u>**Project Inspection Fees**</u> - List project inspection fees, including municipal inspection fees, and other required professional or inspection fees.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Project Inspection Fees	$0.00	$0.00	$0.00
<u>**Site Work Expenses**</u> - Provide a narrative relative to site preparation and restoration costs that are not included in the basic construction contract.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Site Work Expenses	$0.00	$0.00	$0.00
<u>**Demolition and Removal**</u> - Provide a narrative relative to demolition and/or clean-up activities.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Demolition and Removal Expenses	$0.00	$0.00	$0.00

Total Miscellaneous Expenses	$0.00	$0.00	$0.00
SUBTOTAL	$0.00	$0.00	$0.00
Contingencies - Contingency is that part of a budget estimate of future costs (typically of large construction projects or other items as approved by the grantor agency) which is associated with possible events or conditions arising from causes the precise outcome of which is indeterminable at the times of estimate, and that experience shows will likely result, in aggregate, in additional costs for the approved activity or project. If contingency amounts are included the the grantee's match, the required match percentage must still before the closing of the project.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Miscellaneous Expenses	$0.00	$0.00	$0.00
SUBTOTAL	$0.00	$0.00	$0.00
Project (Program) Income - Includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and in terest on loans made with award funds. For more information, e.g., 2 CFR 200.2 and 200.307			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Project (Program) Income	$0.00	$0.00	$0.00
TOTAL PROJECT COST	$0.00	$0.00	$0.00

	% of Project Total
SCRC Contribution	#DIV/0!
Applicant Share	#DIV/0!

Appendix R – Budget Narrative (Non-Construction)

Required - Budget Narrative for Non-Construction Projects			
Below are descriptions of operational activities, based on the required line items found in SF424A - Please provide details pertaining to your project and add or delete lines as applicable to your project. The yellow highlighted areas below will self populate as information is entered.			
Please Enter Project Period (up to 24 months):			
Project Title:			
Applicant Name:			
COST CATEGORY	*Please make sure to break out costs by SCRC & matching columns*		
Personnel: In the space below, list each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget narrative.	SCRC	Matching Funds	TOTAL (SCRC + Total Match = Should Equal Estimated Cost)
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Personnel	$0.00	$0.00	$0.00

Fringe Benefits - Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the personnel category and only for the percentage of time devoted to the project. All requested information must be included in the budget narrative.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Fringe Benefits	**$0.00**	**$0.00**	**$0.00**
Total Personnel and Fringe	**$0.00**	**$0.00**	**$0.00**
Travel - Please list expenses of staff personnel travel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Contractual Services" data fields under the "Contracts" category. **Funds may be used to cover meals and lodging if the costs are directly related to the project.**			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00

Total Travel	**$0.00**	**$0.00**	**$0.00**

Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget narrative.

			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Equipment	**$0.00**	**$0.00**	**$0.00**

Supplies - Use the space below to list supply costs. List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget narrative.

			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Supplies	**$0.00**	**$0.00**	**$0.00**

Contractual Services (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $250,000). For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. All requested information must be included in the budget narrative.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Contractual Services	$0.00	$0.00	$0.00

Other - In the space below, list items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget narrative.			
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Total Other Cost	$0.00	$0.00	$0.00
TOTAL DIRECT CHARGES	$0.00	$0.00	$0.00

TOTAL INDIRECT CHARGES**			
Please indicate below how you calculated the indirect charges, showing the applicable cost base amount and identify the proposed cost base type. If you have a current negotiated indirect cost rate, please upload a copy of the rate agreement. SCRC will not accept indirect rates above 15%.			
TOTAL INDIRECT CHARGES	**$ 0**		**$ 0**
Approved Rate ____ (attach documentation) or federal de minimis rate of 15%			
TOTAL INDIRECT CHARGES	**$-**	**$-**	**$-**
TOTAL PROJECT COST	**$0.00**	**$0.00**	**$0.00**

MTDC Indirect Cost Rate Calculator		
Cost Category	**Total Cost**	
Personnel	**$0.00**	
Fringe Benefits	**$0.00**	
Travel	**$0.00**	
Supplies	**$0.00**	
Contractural	**$0.00**	
Other	**$0.00**	
Modified Total Direct Cost	**$0.00**	
Indirect Costs Using MTDC	**$0.00**	

MTDC Exclusions include:
Equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

	% of Project Total
SCRC Contribution	#DIV/0!
Applicant Share	#DIV/0!

***Per 2 CFR 200.414(f), SCRC is choosing to limit the Indirect Cost Rate to the de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely. No negotiated Indirect Cost Rate will be allowed for this grant.*

Appendix S – Limited Notice to Proceed Activity and Budget Sheet

BUDGET ATTACHMENT A FOR LIMITED NOTICE TO PROCEED				
SCRC Grantee Award Number and Name				
Activity	Budget Item	SCRC Funds	Match/Cost Share	Notes
TOTAL COSTS ALLOWED		$0.00	$0.00	
				*All $ amounts based on a review of the final budget narrative submitted on _________________. The scope and timeline for LNTP was submitted with request for LNTP on __________

Appendix T – Grantee Timeline for Implementation

SEID Implementation Timeline
Organization Name:

Project Name:			
Completion Date	**Activity**	**Responsible Party**	**Anticipated Outcome**
SAMPLE: 1/23/25	Advertise Bids for Engineering Firm	Project Director	Contract with Engineering firm by 2/20/25 to design specs and plans

Appendix U – Scope of Work

State Economic and Infrastructure Development (SEID)			Project Start Date	15-Sep-25
APPLICANT	Program Lead		PROJECT PARTNER	Program Partner

Task	Assigned to	Start		End	Oct-24				Nov-24				Dec-24				Jan-25				Feb-25				Mar-25				Apr-25			
					7	15	22	30	7	15	22	30	7	15	22	30	7	15	22	30	7	15	22	30	7	15	22	30	7	15	22	30
Phase of Grant																																

Appendix V – SCRC Quarterly Project Reporting Workbook (Narrative)

Quarterly Report Performance Narrative

Performance Period Start Date:	
Performance Period End Date:	

Performance Narrative

Overall Summary of your project up to this point

Accomplishments completed during this quarter

Activities currently in-progress but yet to be completed

Future activities Planned

Project challenges

Unanticipated outcomes

Impact thus far

Appendix W – SEID Target Sheets

SCRC Required Performance and Results Report

	Project Target	1st Qtr (Oct. 1 - Dec. 31	2nd Qtr (Jan. 1 - March 30)	3rd Qtr (April 1 - June 30)	4th Qtr (July 1 - Sept. 30)	Mid Project Total	% of Completion	1st Qtr (Oct. 1 - Dec. 31	2nd Qtr (Jan. 1 - March 30)	3rd Qtr (April 1 - June 30)	4th Qtr (July 1 - Sept. 30)	End of Project Total	% at Completion
SCRC Project Target 1: Number of households with new or improved access to critical services because of SCRC efforts or investments.													
Define Household:													
Households Impacted						0	#VALUE!					0	#VALUE!
SCRC Project Target 2: Number of businesses with new or improved access to critical services because of SCRC efforts or investments.													
Define Businesses:													
Businesses Impacted						0	#VALUE!					0	#VALUE!
SCRC Project Target 3: Number of communities with enhanced capacity due to SCRC efforts or investments.													
Define Community:													
Communities Impacted						0	#VALUE!					0	#VALUE!
SCRC Project Target 4: Value of community and resident wealth attained or built as a result of SCRC efforts or investments													
Define Value Added:													
Value to Community						0	#VALUE!					0	#VALUE!

Grantee Project Performance and Results Report

	Project Target	1st Qtr (Oct. 1 - Dec. 31	2nd Qtr (Jan. 1 - March 30)	3rd Qtr (April 1 - June 30)	4th Qtr (July 1 - Sept. 30)	Mid Project Total	% of Completion	1st Qtr (Oct. 1 - Dec. 31	2nd Qtr (Jan. 1 - March 30)	3rd Qtr (April 1 - June 30)	4th Qtr (July 1 - Sept. 30)	End of Project Total	% at Completion
Grantee Project Target 1:													
Define Target:													
Target 1						0	#VALUE!					0	#VALUE!
Grantee Project Target 2:													
Define Target:													
Target 2						0	#VALUE!					0	#VALUE!
Grantee Project Target 3:													
Define Target:													
Target 3						0	#VALUE!					0	#VALUE!
Grantee Project Target 4:													
Define Target:													
Target 4						0	#VALUE!					0	#VALUE!

Appendix X – SCRC Quarterly Project Reporting Workbook (Work Plan/Timeline)

Task #	Activity	FY 2025	FY 2026				FY 2027			
		4th Quarter 9/1 - 9/30	1st Quarter 10/1 - 12/31	2nd Quarter 1/1 - 3/31	3rd Quarter 4/1 - 6/30	4th Quarter 7/1 - 9/30	1st Quarter 10/1 - 12/31	2nd Quarter 1/1 - 3/31	3rd Quarter 4/1 - 6/30	4th Quarter 7/1 - 9/30

Appendix Y – Request for Reimbursement (SF-270) with Instructions

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. TYPE OF PAYMENT REQUESTED

a. "X" one or both boxes
- ☐ ADVANCE
- ■ REIMBURSEMENT

b. "X" the applicable box
- ☐ FINAL
- ■ PARTIAL

2. BASIS OF REQUEST
- ☐ CASH
- ■ ACCRUAL

Always check partial unless it is your final request

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

Southeast Crescent Regional Commission (SCRC)

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

This is your assigned SCRC grant or cooperative agreement number (ex. SEID23XX000 or LDD23XX000).

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

This is your reimbursement request number, which goes in order as you submit requests: 1, 2, 3, ...

6. EMPLOYER IDENTIFICATION NUMBER

7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER

8. PERIOD COVERED BY THIS REQUEST

From: To:

(All dates on backup documentation should fall within the period covered by this request)
From: This should be the next date after the end of your last request (no gaps of time between requests). Ex. If your last request ended on 5/31/2023, this box should reflect 6/1/2023.
To: This date should reflect the end of a month.

9. RECIPIENT ORGANIZATION

Grantee's information as per the ACH (SF-3881 form) on file.

Name:
Street1:
Street2:
City:
County:
State:
Province:
Country:
ZIP / Postal Code:

10. PAYEE *(Where check is to be sent if different than item 9)*

Name: SCRC has requested a separate ACH/W9 for payment processing
Street1:
Street2:
City:
County:
State:
Province:
Country:
ZIP / Postal Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES Columns a, b, and c are used to separate projects. Use only one column per project.	(a) Project X - SEID Grant	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	$ 150,000.00	$	$	$ 150,000.00
b. *Less:* Cumulative program income				0.00
c. Net program outlays *(Line a minus line b)*	150,000.00	0.00	0.00	150,000.00
d. Estimated net cash outlays for advance period				0.00
e. Total *(Sum of lines c & d)*	150,000.00	0.00	0.00	150,000.00
f. Non-Federal share of amount on line e	62,500.00			62,500.00
g. Federal share of amount on line e	87,500.00			87,500.00
h. Federal payments previously requested	43,750.00			43,750.00
i. Federal share now requested *(Line g minus line h)*	43,750.00	0.00	0.00	43,750.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances — 1st month				0.00
2nd month				0.00
3rd month				0.00

As of date refers to the last day of your reporting period as noted in section 8 on the first page of this form.

Cumulative amount of expended match funds

Cumulative amount of SCRC requested

Amount of SCRC funds you are seeking for reimbursement for this request.

Total project costs thus far

There should never be any program income unless documented and approved by SCRC in grant agreement

Federal payments previously requested refers to the amount you have previously requested from SCRC from start of your project.

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$ 0.00

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

DATE REQUEST SUBMITTED

Form must be signed by the authorized official to be processed by SCRC.

TYPED OR PRINTED NAME AND TITLE

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

Appendix Z – SF-270 Supporting Summary and Match Document

Grantee: Example SEID Project			
SCRC Grant Award Number: SEID23SC1234	Request Type :	Reimbursement	
Project Title: SEID Training Project		Advance	
Request #: 1			

Expense Date	Invoice/ Reference Number	Vendor Name	Payment Method	Check #	Expense Description	Budget Line Item	SCRC Grant Portion
						Total:	$ -

Matching

Expense Date	Invoice/ Reference Number	Vendor Name	Payment Method	Check #	Expense Description	Budget Line Item	Match Portion
							$ -

Appendix AA – Federal Financial Report (SF-425)

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:

Street1:

Street2:

City: County:

State: Province:

Country: USA: UNITED STATES ZIP / Postal Code:

4a. DUNS Number

4b. EIN

5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type
- ☐ Quarterly
- ☐ Semi-Annual
- ☐ Annual
- ☐ Final

7. Basis of Accounting
- ☐ Cash
- ☐ Accrual

8. Project/Grant Period
From: To:

9. Reporting Period End Date

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal Funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Appendix AB – Project Amendment Form

Southeast Crescent Regional Commission

AMENDMENT REQUEST FORM

AMENDMENT REQUEST DATE: ____ GRANT NUMBER #: ____

NAME OF GRANTEE: ____ STATE(s): ____

CONTRACT START DATE: ____ CONTRACT END DATE: ____

REQUESTED CONTRACT END DATE: ____

TYPES OF AMENDMENT REQUEST:

☐ **Change in Authorized Official Only**

Submit the following documents to SCRC as one PDF:

- Key Contacts Form
- Authorized Official Resolution

☐ **Contract Extension Only (No Budget, Match, or Scope changes)**

Submit the following documents to SCRC as one PDF:

- Completed and Executed Contract Amendment Request Form
- Justification of need for contract extension
- Revised project timeline
- Description of project progress to date
- Confirmation budget and scope are not changing
- Confirmation committed match remains in place

☐ **Project Re-Scope (Changes to scope and outcomes, Budget, and Match Changes)**

Submit the following documents to SCRC as one PDF:

- Completed and Executed Contract Amendment Request Form
- Description of Project re-scope (include what has been completed to date, reason for change, etc.)
- Revised project budget (submit budget modification form)
- Revised project timeline
- Revised work plan
- Revised match commitment form (if applicable)

1. As a result of the project re-scope, is an update to the environmental review required? ☐ Yes ☐ No
If Yes, attach updated environmental review documentation.
2. Does the project re-scope result in additional historic preservation impact? ☐ Yes ☐ No
impact? If yes, attach documentation of how historic preservation impact will be addressed.

Submit one PDF of all required documentation by e-mail with your grant # referenced in the subject line to Your Program Specialist and cc Grants@scrc.gov. For amendment questions please contact your Programs Specialist.

____ Signature of Authorized Official for Grantee

____ Date

October 2024

Appendix AC – Budget Modification Form

Southeast CrescentRegional Commission
Budget Modification Request

Program Title: Click Dropdown

Modification #: Click DropDowr

Contract/Award #:

Contract/Award Period:

Example: 10/1/23 - 9/30/24

Organization/Agency:

Request Date (m/d/yy):

UEI:

Requested By:

Federal Grant Program Information

CFDA Title: SCRC Economic and Infrastructure Development **CFDA #:** 90.705

Federal Entity: Southeast Crescent Regional Commission **Fiscal Year:**

Budget Categories	Approved Budget	Modification Use (-) to calculate negative dollar amounts.	Modified Budget
Personnel			$ 0.00
Fringe Benefits			$ 0.00
Travel			$ 0.00
Contractual Services			$ 0.00
Equipment			$ 0.00
Materials			$ 0.00
Indirect Cost			$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00

By signing this request, I certify to the best of my knowledge that the request is complete and accurate. This modification is necessary for the successful performance of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact may subject me to penalties for fraud, false statements, false claims, or otherwise.

Provide a thorough justification for this budget modification in the space below.

Grant Administrator:	Signature:		*Date:*
	Printed Name:		
	Title:		
Fiscal Agent:	Signature:		Date:
	Printed Name:		
	Title:		

Appendix AD – Final/Close-Out Reporting Checklist

FINAL/CLOSE-OUT REPORTING CHECKLIST

GRANTEE/GRANT #:

FORM	DESCRIPTION	DETAILS	GRANTEE'S INITIALS
SF-270	Final Reimbursement	Ensure Total program outlay, and federal share are consistent with grant agreement and budget. Check FINAL in box 1.b Any remaining funds may be de-obligated from the project	
FINAL PERFORMANCE REPORT	Final Performance Report	Ensure all quarterly reports have been submitted to date. Provide a summary of the ENTIRE project from Notice to Proceed to Completion.	
SF-425	Final Federal Financial Report	Provide a financial summary of the ENTIRE project from NTP to Completion. Project total should include last reimbursement request amount.	
PERFORMANCE OUTCOMES	Performance Measures	Final report on performance measures and outcomes at the close of the project and again 3 years after project close-out. Reference your original workplan.	
SF-428S (If applicable)	Equipment Inventory	Only required if equipment purchased over $5K. Depreciation schedule (spreadsheet)required for EACH item.	
SF-429A (If applicable)	Real Property	Document real property purchased with Notice of Federal Interest Provide leases if applicable.	
Deliverables	Project Photos, Reports, Evaluation, Final Products, Press Releases	3-5 photos of final project OR; Reports/Blogs/Final products A photo release should also be filed with SCRC, a sample of which is found in Appendix L.	

The data on this checklist is certified to be true and correct for the approved grant period. Any remaining retainage is now eligible for release, and any unused funds are ready for de-obligation.

Authorized Official Signature	Date	Programmatic/Financial Signature	Date
Grants & Programs Specialist Signature	Date	Grants Manager Signature	Date
Grants & Programs Director Signature	Date	SCRC Finance Received	Date

Appendix AE – Monitoring/Site Visit Protocols

Overview

The Southeast Crescent Regional Commission (SCRC) conducts programmatic reviews relevant to the performance and administration of its grantees. This process allows input from SCRC grantees to both improve communications and enhance programming efforts. This programmatic review will be conducted through a variety of techniques, including routine communications with grantees, desk reviews to determine project status, grant activities and programmatic support, as week as virtual meetings (ZOOM, Microsoft Teams, etc.) site review and, when allowed and appropriate, in-person meetings*****.

Purpose

SCRC's programmatic review is designed to accomplish the following objectives:

- Demonstrate the effectiveness of the funding
- Provide an opportunity for SCRC to highlight projects
- Programmatic support
- Grant compliance
- Timely and successful project completion

How will it work?

SCRC staff will randomly select a sample of projects, some will be in process, some will have been closed out, as well as some projects that have been closed out for at least three years. The three-year lag time allows time for the Grantee's performance measures to evolve, which will allow SCRC to measure project outcomes more accurately.

SCRC will determine, on a case-by-case basis, how the review will be conducted: Options include, via phone, virtual meeting or as a site visit, and convey this information to the Grantee. SCRC staff will contact the Grantee and explain the project that has been selected for review, providing details, and sharing a copy of SCRC's Programmatic Review packet. SCRC will work with the Grantee to establish a convenient meeting date and time.

If the review requires follow-up, SCRC staff will work with the Grantee to complete those activities. If those activities require additional technical assistance or a project re-scope, SCRC staff will coordinate efforts to provide needed resources with our local, regional, and State partners.

For more information on SCRC's Programmatic Review process, please contact SCRC Grant Management, at grants@SCRC.gov.

Appendix AF – Notice of Federal Interest

NOTE: Be sure to file with your local registry of deeds. The property description should be specific!

On (insert date), the Southeast Crescent Regional Commission (SCRC) awarded Grant No. ____________ to (insert name of recipient). The grant provides Federal funds for (describe purpose of grant, e.g., construction, major alteration and renovation, mortgage, or acquisition of a building*), which is located on the property described below in __________County, State of____________:

(GRANTEE INSERT LEGAL DESCRIPTION OF PROPERTY)

The Notice of Award for this grant includes conditions on use of the aforementioned property and provides for a continuing Federal interest in the property. Specifically, the property may not be (1) used for any purpose inconsistent with the statute and any program regulations governing the award under which the property was acquired; (2) mortgaged or otherwise used as collateral without the written permission of the Program Director at SCRC, or designee; or (3) sold or transferred to another party without the written permission of Program Director at SCRC, or designee. These conditions are in accordance with the statutory provisions set forth in 2 C.F.R. 200. §.311, and in the Statement, and other terms and conditions of award.

These grant conditions and requirements cannot be nullified or voided through a transfer of ownership. Therefore, advance notice of any proposed change in usage or ownership must be provided to the SCRC.

Signature: ____________________________
Typed Name: _________________________
Title: ________________________________
Date: ________________________________

Appendix AG -- Grantee Release Authorization Form

Date: ____________________________

SCRC Project #: ________________________

I, ___________________, hereby grant permission to the Southeast Crescent Regional Commission (SCRC), its representatives, agents, and assigns, to use, reproduce, and distribute any and all pictures and video footage in which I appear or have shared during any organization-related activities, events, or programs. I understand that these materials may be used for marketing, promotional, and informational purposes, including but not limited to:

- Print and digital marketing materials
- Social media posts and advertisements
- Website content
- Press releases and news articles
- Presentations and reports
- Fundraising campaigns
- Educational and informational materials

I verify that I will ensure that any media include only individuals who are 18 years of age or older. I give my permission to use the first and last name of any individual involved in the grant project, unless specifically identified by the grantee.

I acknowledge that SCRC has full ownership and rights to these materials and that they may be edited, modified, or used in any manner SCRC deems appropriate. I waive any claims, demands, or actions against the Organization in connection with the use of these materials.

This release applies to any pictures and video footage already shared and any future materials captured during organization-related activities.

I have read and understood the terms of this release, and I voluntarily give my consent for the use of these materials for marketing and promotional purposes.

Authorized Grantee Name: ____
Authorized Grantee Signature: ____

* Please retain a copy of this release statement for your records.
* Please return this form to SCRC to authorize the release of grant-related information.

Relevant Links

- SCRC Website
- State Economic and Infrastructure Development (SEID) Grant
- SCRC Grants Portal
- 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards