

SC RIA Grant Kick off Meeting November 23, 2021

Jackie Mack-SC RIA Grant Authority

Ali Walker-American Engineering

Angel Rivas-American Engineering

Bill Bingham-American Engineering

Iris Hill Town of Edisto Beach

Betsy did a great job on the application.

Lift Station A and B project.

Ali will be responsible for administering the project for the Town including quarterly reports

Engineering-Angel and Bill

All local funds in place.

**Startup Grant all forms have been submitted.**

Grantee submit bid package prior to bidding.

Meet with RIA prior to starting. This is the meeting.

Ms. Mack will submit Notice to Proceed.

American Engineering has experience in reporting to RIA. All are start funds.

Design: According to the application-Design finish by October 15. Hope to have it finished in the next few weeks. Electrical issues delayed. Hope to submit to RIA in January and be able to bid shortly.

Project substantially underway in 6 months.

Only permit is the DHEC permit.

No acquisition or easement required.

RIA require all permits are obtained prior to advertising for construction. Can submit bid package when submitting DHEC permit.

RIA review takes 7-10 days. May be delayed due to staffing.

Grantees can follow their procurement code or SC state code.

2 pump stations-one contract

Procurement-Grantee maintain copies of bid package and bid. Bid form match application budget and application. Require an itemized bid. Do not specify brand names, list 3 acceptable brands if bidding by brand. Use alternates where feasible. Is this something to be considered? What type referring, deduct of alternates. Replace equipment, all or none.

Standard language, progress payments, adjustments, bid form consistent with application.

Certified bid tab, letters of reference, check list on website, RIA review of contract documents.

If bids overbudget, contact RIA. Can potentially have additional funding.

SCBO minimum 30 days.

24 months including closeout 45 days.

Financial Management Procedures

Town can separately track RIA funds.

Will track through project management

Submit pay applications and write contractor a check

**Signatures and payment forms.** Only two persons (Mark and Iris) who can write checks and sign request for payment. At anytime can change or revise form.

Included a **request for payment form.** Ask for the amount and track match. Engineering costs too.

RIA review all change orders if significant in advance. 10% or greater. Minor require no advance review.

If need to extend grant do this 30 days prior to term. **Grant Amendment form** is used.

**Progress report** (PDF form) is submitted each quarter, Jan, Apr 1 is first progress report, Oct 2 weeks before Ms. Mack will send out an email blast. Can be submitted electronically. Until project is completed and closed.

Documents need to be kept 3 years after project is completed. Ms. Mack will do a site visit.

Pictures are required and can be sent with quarterly progress report.

Project and procedures manual. Look at record keeping and RIA will check the file to make sure all are in the file.

Copies of checks, bid documents, payments, contract etc.

30 days to respond to findings if file is incomplete.

Closeout form. Qualitative and qualitative reports, release of liens, as built, etc. Can submit another application once the project is complete.