



**Mark Sanford**  
Governor

**SOUTH CAROLINA**  
DEPARTMENT OF COMMERCE

**Joe E. Taylor, Jr.**  
Secretary

**TO: State Budget & Control Board  
Senate Finance Committee  
House Ways & Means Committee**

**FROM: Alan D. Young, Executive Director, Coordinating Council  
South Carolina Department of Commerce**

**DATE: March 15, 2008**

**SUBJECT: Economic Development Set-aside and  
Rural Infrastructure Fund Activity for 2007**

On behalf of the Coordinating Council for Economic Development, I am pleased to submit the 2007 Coordinating Council for Economic Development Annual Report of Fund Activity. In accordance with Sections 12-10-85(D) and Proviso 27.12 of the General Appropriations Bill for Fiscal Year 2007-2008, this report details activities of the Council regarding the Economic Development Set-Aside Fund and Rural Infrastructure Fund. Both are managed by the South Carolina Department of Commerce's Grants Administration Division.

Please call me at 803-737-0448 should you have questions or need additional information.

cc: The Honorable Joe E. Taylor, Jr., Secretary of Commerce  
Chairman, Coordinating Council for Economic Development  
Ralph A. Odom, Jr., Chairman, State Board for Technical and Comprehensive Education  
Chairman, Coordinating Council Enterprise Committee  
The Honorable Rebecca D. Richardson, Commissioner, SC Employment Security  
Commission  
The Honorable Hugh E. Weathers, Commissioner, SC Department of Agriculture  
Ray Stevens, Director, SC Department of Revenue  
Dr. David Moody, Chairman, SC Research Authority  
Peter Brown, Chairman, Jobs Economic Development Authority  
O. L. Thompson, Chairman, Santee Cooper  
Chad Prosser, Director, SC Dept. of Parks, Recreation and Tourism  
David J. Posek, Chairman, State Ports Authority

Enclosure

**South Carolina  
Coordinating Council for  
Economic Development**

**2007 Report Economic Development and  
Rural Infrastructure Fund Activity**

**March 2008**

**SC Coordinating Council for Economic Development  
2007 Report of Economic Development Set-aside and  
Rural Infrastructure Fund Activity**

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## **OVERVIEW OF THE COORDINATING COUNCIL FOR ECONOMIC DEVELOPMENT**

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The Coordinating Council for Economic Development (“Council”) was formed in response to a general need for improved coordination of efforts in the area of economic development by those state agencies involved in the recruitment of new business and the expansion of current enterprises throughout the State. Formally established in 1986 by the General Assembly (SC Code 13-1-1710), the purpose of the Council is to enhance economic growth and development in the State through strategic planning and coordination. As such, the Council is chaired by the Secretary of Commerce. Nine additional members are drawn from other state agencies involved in economic development, and the member agency heads are either board chairmen or cabinet officials.

The Council’s administrative staff is housed in the Grants Administration Division of the South Carolina Department of Commerce (“Department of Commerce”), which manages the Council’s grant funds as well as the Enterprise Zone and Motion Picture Incentives programs. Grants Administration also manages two federal grant programs, the Community Development Block Grant and Appalachian Regional Commission programs.

### **COUNCIL RESPONSIBILITIES AND MEMBERSHIP**

By statute, the full body of the Council is required to meet at least quarterly. Its responsibilities include: establishing guidelines and procedures for all Council programs; implementing the state’s strategy for economic development; review and approval of all applications for grants from the Set-Aside, Rural Infrastructure, Closing and Tourism Infrastructure Funds; and review and approval of all applications for Enterprise Zone Job Development Credit and Retraining incentives and Motion Picture wage and supplier rebates. The Council also certifies economic development projects as representing “significant economic impact” on areas surrounding them, for the purposes of qualifying for income tax apportionment and income tax moratoriums.

Following enactment of the Enterprise Zone legislation in 1995, the Council formed a specialized, six-member subcommittee (“Enterprise Committee”) to handle the substantial volume of new activity and related policy decisions. This committee meets monthly to review and approve applications for Enterprise Zone incentives, respond to issues and recommend policies for adoption by the full Council at its quarterly meetings. Current membership of the Council is shown on the following page.

## AGENCY MEMBERS OF THE COORDINATING COUNCIL

SC Department of Commerce	*SC Department of Revenue
SC Department of Parks, Recreation and Tourism	*SC Research Authority
Santee Cooper	*Employment Security Commission
State Ports Authority	*SC Department of Agriculture
*State Board for Technical and Comprehensive Education	*Jobs Economic Development Authority

*\*Denotes Enterprise Committee member*

## 2007 ADMINISTRATIVE CHANGES

Joe E. Taylor, Jr., who was appointed Secretary of Commerce by Governor Sanford in March 2006, acted as Chairperson of the Coordinating Council throughout 2007. Ralph A. Odom, Jr., Chairman of the State Board for Technical and Comprehensive Education, chaired the Enterprise Committee of the Coordinating Council throughout 2007.

Council membership after all changes in calendar year 2007 was as follows:

Joe E. Taylor, Jr.	Secretary of Commerce Chairman, Coordinating Council for Economic Development
Ralph A. Odom, Jr.	Chairman, State Board for Technical and Comprehensive Education Chairman, Coordinating Council Enterprise Committee
Rebecca D. Richardson	Commissioner, SC Employment Security Commission
Hugh E. Weathers	Commissioner, SC Department of Agriculture
Ray Stevens	Director, SC Department of Revenue
David Moody	Chairman, SC Research Authority
Peter Brown	Chairman, Jobs and Economic Development Authority
O.L. Thompson	Chairman, Santee Cooper
Bill H. Stern	Chairman, State Ports Authority
Chad Prosser	Director, SC Department of Parks, Recreation and Tourism

Coordinating Council staff:

Alan D. Young	Executive Director, Coordinating Council
Scott Hulstrand	Assistant to the Director
Marcella S. Forrest	Senior Program Manager, Enterprise Zone Program
Jackie Calvi	Senior Program Manager, CCED Grant Programs

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# ECONOMIC DEVELOPMENT SET-ASIDE FUND

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## OVERVIEW

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In 1987 the General Assembly passed a bill that provided for an additional 3 cents per gallon tax on the sale of gasoline in the State. The General Assembly charged the Coordinating Council for Economic Development with administering this new initiative known as the Economic Development Set-Aside Program. The Set-Aside Fund is dedicated to improving the economic well being of the state by providing funds to local government to develop the infrastructure necessary for new and expanding business. At inception, the fund was created from the first \$10 million received through state gas tax revenues. The annual \$10 million appropriation was later increased to \$18 million, and then in July 2006, to \$20 million. The funding source was also changed to be split between utility and gas tax revenues. By 2008 utility taxes will be the sole funding source and Set-Aside revenue will be capped at \$20 million.

## TYPES OF PROJECTS FUNDED

The purpose of the Set-Aside Fund is to assist companies in locating or expanding in South Carolina. The Program provides funding for competitive projects that, without Set-Aside participation, would not locate in South Carolina. Set-Aside grants are used primarily to fund road improvements, water and sewer infrastructure and site preparation costs related to business location and expansion.

## FUNDING CONSIDERATIONS

The Council considers funding for projects on an individual basis. In evaluating projects, the Council will consider:

- Competitiveness of the project,
- Number and type of jobs created,
- Type of industry (e.g., manufacturing, distribution, corporate headquarters, research and development),
- Unemployment rate in county where the project locates,
- Total invested dollars (land, building, machinery and equipment costs),
- Cost of the project,
- Cost-effectiveness of the project,
- Future tax revenues anticipated,

- Time frame for completion of construction of the facility,
- Infrastructure needs of the region,
- Funding sought from other sources,
- Financial viability of the company, and
- Company status as a good corporate citizen.

## **FUNDING GUIDELINES**

- Set-Aside funding approval is tied directly to specific economic development projects with new job creation and capital investment.
- As a general rule, Set-Aside funding will not exceed \$10,000 per new job created.
- A Department of Commerce Business Development project manager must be actively involved in the recruitment of the economic development project for which funding is requested.
- Without Set-Aside funding, the project will not locate or expand in South Carolina.
- If the company fails to meet either the job or the capital investment guarantee, Council reserves the right to require that funds be paid back on a pro rata basis.
- Reimbursement of engineering costs may be limited to the “Percentage of Net Construction Cost” table published by the USDA.
- Project contingencies will be limited to 10% of the project budget.

## **OVERVIEW OF THE FUNDING PROCESS**

1. The Department of Commerce Business Development Division works with the local government to identify specific funding needs for the project. Preliminary details such as cost estimates, project scope, company financials and number of jobs and level of investment expected are submitted to Business Development.
2. Preliminary information is reviewed, and if it is determined that the project is consistent with the economic development goals of the state and meets established evaluation criteria, the local government is invited to submit a formal application for funding.
3. The application is submitted to the Department of Commerce Grants Administration Division and is processed by staff.
4. Funding requests are presented to the Council at its quarterly meetings. The Council has the discretion to approve or disapprove all funding requests and may negotiate funding terms and amounts as it sees fit.
5. If the funding is approved, staff sends an approval packet to the local government applicant. The packet includes the approval letter, grant award agreement and performance agreement.
  - a. The grant award agreement is to be signed by representatives with the authority to enter into contracts on behalf of the local government. Once signed, the agreement

becomes an executed contract between the Coordinating Council and the local government. There are specific requirements contained in the grant award agreement.

- b. The performance agreement is a contract between the company, the local government applicant and the Coordinating Council. This agreement must also be signed by representatives that have the legal authority to enter into a contract on behalf of their respective entity. The performance agreement has specific criteria related to jobs and investment.
6. Once contracts related to the grant project are signed, copies are sent to the Council for its review.
7. The Set-Aside grant is a reimbursement of approved project costs. The cost estimates provided at application will serve as the project budget. Only those approved budget items and the respective amounts will be eligible for reimbursement.
8. As project invoices for approved budget items are paid, they are submitted to Grants Administration staff to be processed for payment. Staff monitors the grantee's compliance with grant terms and reserves the right to deny payment for ineligible project costs or for failure to comply with grant requirements.
9. Once the project is complete, the grantee notifies the Council in writing and a closeout packet is sent.
10. The grantee returns the closeout packet and all required documentation to the Council. The packet is reviewed, and if it is determined that the grantee has complied with all terms of the grant agreement, the grant is officially closed.

## **ELIGIBLE AND INELIGIBLE ACTIVITIES**

Effective July 1, 2001 a proviso defining eligible uses of Set-Aside funds was passed by the legislature. Specifically, the proviso limited the use of Set-Aside funds to road construction/improvement projects, water and sewer projects and site preparation, and it further defined allowable site preparation activities. In July 2006, the legislature passed a second proviso expanding eligible activities to include fiber optic cable, rail spurs and the purchase of land.

Below is a list of eligible and ineligible activities as defined either by statute or Council guideline.

### **Eligible Activities**

- Public Improvements - Roads, Water and Wastewater Infrastructure
  - Planning
  - Engineering
  - Right-of-way
  - Drainage
  - Curb and gutter – *only when necessary for drainage*
  - Construction
  - Cantilevered flashing light signals and/or gates at railroad crossings *when necessary*
  - Road re-surfacing or widening
  - Turn lanes and acceleration and deceleration lanes



- Site preparation
  - Surveying
  - Environmental and geotechnical study and mitigation
  - Clearing, filling and grading
- Fiber optic cable
- Rail spurs
- Land acquisition

**Activities Not Eligible for Set-Aside Funding**

- Speculative projects
- Opening up access to undeveloped property
- State government funded projects
- Maintenance of industrial/research parks
- Shopping centers/strip malls
- Signage (*except project signs required as part of the grant award agreement or permanent construction signs required by the Department of Transportation*)
- Paving of parking lots or lighting
- Civic centers and/or auditoriums, except that road improvements for civic centers may be funded (up to \$1,000,000) if associated with substantial economic development projects
- Curb and guttering for aesthetic purposes
- Concrete loading docks or pads
- Equipment and moving expenses
- Residential developments

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## **2007 ACCOMPLISHMENTS**

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During calendar year 2007, Council awarded fourteen (14) new Set-Aside grants totaling \$5.8 million to twelve (12) local governments each representing a different county. Projected capital investment from the associated projects is \$315 million, and projected new jobs total 2,265. Commitments were also made for an additional \$8.6 million for projects which are not yet decided. If won, these projects will represent an additional 1,380 jobs and \$225 million in investment.

On the following pages are tables that outline project placement by county development status and the distribution of awarded funds between economic development projects associated with companies new to South Carolina and existing companies expanding in South Carolina. Also included is a table that provides specifics on all projects approved during calendar year 2007. The totals shown on these charts only represent new grants awarded in 2007 and do not reflect amendments made to previously approved grants or funds committed by the Council.

**2007 ECONOMIC DEVELOPMENT SET-ASIDE GRANT AWARDS  
- BY COUNTY CLASSIFICATION -**

<b>COUNTY CLASSIFICATION</b>	<b>NUMBER OF PROJECTS</b>	<b>PROJECTED INVESTMENT</b>	<b>PROJECTED JOBS</b>
Distressed	2	\$5,500,000	80
Least Developed	5	\$35,200,000	513
Under Developed	3	\$92,600,000	344
Moderately Developed	3	\$170,000,000	1,250
Developed	1	\$12,000,000	78
<b>TOTALS</b>	<b>14</b>	<b>\$315,300,000</b>	<b>2,265</b>

**2007 ECONOMIC DEVELOPMENT SET-ASIDE GRANT AWARDS  
- BY PROJECT TYPE -**

<b>PROJECT TYPE</b>	<b>FIRMS</b>	<b>PROJECTED INVESTMENT</b>	<b>PROJECTED JOBS</b>
Existing	7	\$191,000,000	1,628
New	7	\$124,300,000	637
<b>TOTALS</b>	<b>14</b>	<b>\$315,300,000</b>	<b>2,265</b>

**NEW GRANT AWARDS  
ECONOMIC DEVELOPMENT SET-ASIDE FUND  
CALENDAR YEAR 2007**

<b>Grant Number</b>	<b>Grant Recipient</b>	<b>County</b>	<b>County Tier</b>	<b>Scope of Work</b>	<b>Grant Amount</b>	<b>Projected New Jobs</b>	<b>Projected Investment</b>
S1746	Abbeville County	Abbeville	Least Developed	Roads, Water/Sewer and Site Prep	350,000	24	\$7,900,000
S1773	Aiken County	Aiken	Least Developed	Water/Sewer	100,000	100	\$5,500,000
S1768	Aiken County	Aiken	Least Developed	Water/Sewer	100,000	14	\$1,100,000
S1776	Calhoun County	Calhoun	Under Developed	Roads, Water/Sewer and Site Prep	1,650,000	160	\$71,000,000
S17	Charleston County	Charleston	Moderately Developed	Environmental Assessment	\$75,000	**	**
S1775	Edgefield County	Edgefield	Least Developed	Roads, Water/Sewer and Site Prep	250,000	225	\$16,200,000
S1762	Hampton County	Hampton	Distressed	Roads	100,000	50	\$3,000,000
S1766	Lancaster County	Lancaster	Least Developed	Site Prep	150,000	150	\$4,500,000
S1761	Lexington County	Lexington	Developed	Site Prep	135,000	78	\$12,000,000
S1767	Oconee County	Oconee	Under Developed	Roads	250,000	170	\$18,000,000
S1760	Orangeburg County	Orangeburg	Under Developed	Rail	150,000	14	\$3,600,000
S1778	Spartanburg County	Spartanburg	Moderately Developed	Roads, Water/Sewer and Site Prep	2,000,000	1,200	\$150,000,000
S1774	Spartanburg County	Spartanburg	Moderately Developed	Roads	300,000	50	\$20,000,000
S1763	Williamsburg County	Williamsburg	Distressed	Rail	180,000	30	\$2,500,000
<b>TOTALS</b>					<b>\$5,790,000</b>	<b>2,265</b>	<b>\$315,300,000</b>

\*\* This grant will assist Charleston County with environmental assessment related to airport improvements required by existing employers who collectively announced approximately 1,000 jobs and \$600 million in new investment.

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# RURAL INFRASTRUCTURE FUND

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## OVERVIEW

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The South Carolina Rural Development Act was enacted by the legislature in 1996 (SC Code 12-10-80). This act established the Rural Infrastructure Fund (RIF) with the purpose of providing financial assistance to local governments, primarily in rural counties, for infrastructure and other economic development activities. The goal of the RIF program is to promote and encourage economic growth and prosperity in the state's rural areas.

Enabling legislation gave the Coordinating Council responsibility for funds generated by the provisions of the Rural Development Act, as well as for developing policies and procedures. Funding comes from companies participating in an Enterprise Zone Revitalization Agreement with the Council, which permits companies to claim a refund for a portion of the employee state payroll tax withholding sent to the Department of Revenue each quarter. This refund is designated as a Job Development Credit (JDC) and may be used by the company to offset certain eligible company expenses, such as real property, associated with its new or expanded operation.

Participating companies located in the least developed counties of the state are eligible to claim a refund of 100% of the JDCs to which they are entitled under their Revitalization Agreement. Participating companies in under developed counties may claim only 85% of the JDCs for which they are otherwise eligible; in moderately developed counties companies may claim only 70%; and in developed counties only 55%.

The JDC funds which participating companies cannot claim as a result of being located in an under, moderately or developed county are the source of funding for the RIF grant program. The Department of Revenue collects and transfers these monies to the RIF each quarter.

The Council has designated the Department of Commerce's Community and Rural Development and Grants Administration Divisions to develop and administer the RIF grant program. RIF grant applications are reviewed by a screening committee comprised of members from both Divisions and the Department of Commerce leadership. The screening committee then makes funding recommendations to the Council, which normally meets once per quarter.

If the Council approves a county's RIF application, the Grants Administration Division administers the funds and works with the county to ensure successful implementation of the project.

## 2007 JOBS TAX CREDIT DESIGNATIONS

<b>DISTRESSED 100%</b>	<b>LEAST DEVELOPED 100%</b>	<b>UNDER DEVELOPED 85%</b>	<b>MODERATELY DEVELOPED 70%</b>	<b>DEVELOPED 55%</b>
Allendale Bamberg Barnwell Chesterfield Clarendon Dillon Hampton Lee Marion Marlboro McCormick Williamsburg	Abbeville Aiken Cherokee Edgefield Fairfield Greenwood Lancaster Orangeburg Union	Calhoun Chester Colleton Darlington Georgetown Jasper Laurens Oconee Pickens Saluda Sumter	Anderson Beaufort Charleston Florence Horry Newberry Spartanburg	Berkeley Dorchester Greenville Kershaw Lexington Richland York

### TYPES OF PROJECTS FUNDED

In the past, RIF funds were used primarily for “product development;” however, in 2005, the Council adopted a formal investment strategy that broadened the use of RIF funds to other types of activities necessary to improve economic competitiveness. As a result of the investment strategy, RIF funds are now targeted towards four areas:

- Tourism development
- Commercial revitalization
- Workforce development
- Business development

### APPLICANT QUALIFICATION

Under the enabling legislation, only local governments that are located within counties with a “least developed” or “distressed” designation are qualified to apply for RIF funds. However, when annual deposits exceed \$10 million, 25% of the amount over \$10 million must be made available to counties qualified as “under developed”, “moderately developed” or “developed” and grants can be made for projects to benefit the underdeveloped areas of those counties.

The “development level” of each county corresponds to the “Jobs Tax Credit” ranking that is determined and published at the beginning of each calendar year by the SC Department of Revenue. The criteria for this determination was established by the legislature (SC Code of Laws §12-6-3360.)

## **APPLICATION EVALUATION**

In evaluating an application, the Council considers a variety of factors, including:

- Competitiveness of the project.
- Economic viability of the project.
- Cost effectiveness of the project activities.
- Benefit to the state/region/county/municipality.
- Ability of local government(s) to carry out and maintain the project.
- Consistency with the state's strategic development goals.
- Level of financial commitment from the county and, if appropriate, the municipality where the project is located.
- Consistency of the proposed project with the county's strategic development plan and degree to which carrying out the project will further the success and implementation of that plan.

## **ELIGIBLE PROJECTS AND ACTIVITIES**

RIF grant assistance may only be used for eligible projects and for eligible activities. Both are described below.

### **Eligible Projects**

To be eligible to apply for RIF funds, a project must support the implementation of a county strategic development plan, or the project must be directly related to economic development in the area. In addition, projects must demonstrate:

- Local political and public support.
- Ability to proceed to completion within a reasonable period of time.
- Significant community financial support, including commitments from all other sources of funding. (RIF grants typically will not fund 100% of any request. To ensure this, projects are considered for RIF funding only once all other available sources of funding have been committed. There generally must be a demonstrable shortfall that cannot be met without RIF assistance.)

### **Eligible Activities**

Eligible activities generally include infrastructure and economic development activities. Examples are listed below.

- Engineering
- Right-of-way acquisition
- Drainage
- Roads
- Rail spurs
- Economic development program enhancement

- Speculative building assistance
- Training costs and facilities
- Improvements to regionally planned public and private water and sewer systems
- Fixed transportation facilities including highway, rail, water and air
- Improvements to both public and private electricity, natural gas and telecommunications systems
- Environmental studies
- Feasibility studies
- Community revitalization
- Marketing (studies, materials)
- Small business incubators
- Industrial park development and improvement

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## **2007 ACCOMPLISHMENTS**

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During 2007, the Coordinating Council awarded a total of thirteen (13) community and economic development related Rural Infrastructure Fund projects. These RIF grants assisted a total of ten (10) rural counties. Eight (8) counties received grants to assist in providing roads, water/sewer infrastructure, site improvements or building improvements required to support new business locations or expansions involving new jobs and capital investment. Four (4) counties received funds for economic development preparation activities, including:

- Product development or development of sites, buildings and industrial parks to attract new businesses or encourage existing businesses to expand, and
- Public infrastructure water/sewer improvements and plans related to regionalization of these key systems.

Of the ten (10) counties assisted, two received both types of assistance.

In addition, the Coordinating Council awarded funds for leadership development and for training, support and financing of Community Development Corporations (CDCs). Approximately \$6 million was awarded in RIF program fund grants during calendar year 2007.

The RIF grants awarded during the year are detailed on the following page(s).

**NEW BUSINESS DEVELOPMENT GRANT AWARDS  
RURAL INFRASTRUCTURE FUND  
CALENDAR YEAR 2007**

Grant Number	Grant Recipient	County	County Tier	Scope of Work	Grant Amount	Projected New Jobs	Projected Investment
RIF07060141	Barnwell County	Barnwell	Distressed	Site Prep	\$1,000,000	200	\$150,000,000
RIF07110132	Cherokee County	Cherokee	Least Developed	Water/Sewer	\$150,000	144	\$14,000,000
RIF07140140	Clarendon County	Clarendon	Distressed	Roads	\$300,000	50	\$4,000,000
RIF06200110	Fairfield County	Fairfield	Least Developed	Water/Sewer	\$230,000	90	\$8,000,000
RIF07240128	Greenwood County	Greenwood	Least Developed	Roads	\$200,000	40	\$13,800,000
RIF07240130	Greenwood County	Greenwood	Least Developed	Building Improvements	\$200,000	50	\$9,500,000
RIF07300135	Laurens County	Laurens	Under Developed	Roads	\$225,000	73	\$8,000,000
RIF07340137	Marion County	Marion	Distressed	Water/Sewer	\$260,000	36	\$13,600,000
RIF07350136	Marlboro County	Marlboro	Distressed	Site Prep	\$300,000	65	\$40,500,000

**NEW NON-BUSINESS DEVELOPMENT GRANT AWARDS  
RURAL INFRASTRUCTURE FUND  
CALENDAR YEAR 2007**

Grant Number	Grant Recipient	County	County Tier	Scope of Work	Grant Amount
RIF07110119	Cherokee County	Cherokee	Least Developed	Roads and Infrastructure	\$1,100,000
RIF07200142	Fairfield County	Fairfield	Least Developed	Site Prep	\$150,000
RIF07290129	Lancaster County	Lancaster	Least Developed	Water/Sewer	\$375,000
RIF07380134	Orangeburg County	Orangeburg	Least Developed	Roads and Infrastructure	\$1,000,000
RIF07120143	Town of Fort Lawn	Chester	Under Developed	Water/Sewer	\$250,000
RIF07020127	City of Gaffney on behalf of SC Community Development Intermediary			CDCs Training, Technical Assistance and Financial Support	\$250,000
RIF07000060B	SC Economic Developers School			Leadership Training	\$50,000



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## **GRANT PROGRAM COMPLIANCE**

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Grants from any of the funds managed by the Council, including the Set-Aside Fund, Rural Infrastructure Fund, Governor's Closing Fund and Tourism Infrastructure Fund, are made under and in accordance with the laws of the State of South Carolina. The federal and state courts within South Carolina have exclusive jurisdiction to adjudicate any disputes arising out of or in connection with these grants.

Failure to comply with any of the terms and conditions of the grant can cause the Council to take, in addition to any relief that it is entitled to by law, any or all of the following actions:

- Require repayment of all or a portion of any grant funds provided; cancel, terminate, or suspend the grant, in whole or in part.
- Refrain from extending any further assistance or grant funds until such time as the grantee is in full compliance with the terms and conditions of the grant agreement.

### **MONITORING**

Projects must be completed by the grantee within eighteen (18) months of the date of award of the grant. Completion is defined as the final documentation by grantee to Council of grant funds expended and issuance by Council of a notification in writing of the closure of the grant. The Council may grant extensions to the completion period requirement at its discretion.

All projects must begin within three (3) months of the date of award of the grant. If the grantee does not begin the project within three (3) months of the date of award of the grant, the Council reserves the right to rescind the grant, require the repayment of any grant funds provided to grantee and terminate the agreement.

### **PROCUREMENT**

Records for property purchased totally or partially with grant funds must be retained for a period of three years after its final disposition. The grantee will maintain records relating to procurement matters for the period of time prescribed by applicable procurement laws, regulations and guidelines, but no less than three years. All other pertinent grant and project records including financial records, supporting documents and statistical records will be retained for a minimum of three years after notification in writing by the Council of the closure of the grant.

The grantee will certify, to the best of its knowledge, information and belief, that the work on the project for which reimbursement is requested has been completed in accordance with the terms and conditions of the grant agreement. The grantee will return surplus grant funds that result from project cost underruns+- and commit and provide monies from its own resources for cost overruns that are required to complete the project.