

**South Carolina Department of Health and Environmental Control
COVID-19 Community-Based Organization Outreach Initiatives
FY 2021 Grant Year**

REQUEST FOR GRANT APPLICATIONS (RFGA)

CFDA Number: 93.323

Posting Date: July 15, 2021

ATTENTION! IMPORTANT DETAIL!

**Your application must be submitted in a sealed package. (Original + 5 copies marked as "Copy")
Or by email to the email address listed below.
RFGA Number and Deadline/Closing Date (see below) must appear on package exterior.**

Deadline/Closing Date for Applications:	August 5, 2021 - By 2:30 PM EST
RFGA Number: FY2022-RFGA-DO-923	

Submit your sealed package to either of the following addresses:	
<p><u>MAILING ADDRESS:</u> DHEC – Division of Contracts Bureau of Business Management 2600 Bull Street Columbia, SC 29201</p> <p>Or by email: RFGA@dhec.sc.gov</p>	<p><u>PHYSICAL ADDRESS:</u> DHEC – Division of Contracts Bureau of Business Management Columbia Mills Building - 4th Floor 301 Gervais Street Columbia, SC 29201</p> <p>See additional Physical Address Information below</p>

Number of Copies to be submitted: One (1) original and five (5) copies marked as "Copy"

Email Submission: RFGA@dhec.sc.gov

It is the intent of the State of South Carolina, South Carolina Department of Health and Environmental Control (DHEC), to award COVID-19 Vaccine Outreach Initiative grant funds to support the development and expansion of activities to increase knowledge and awareness of COVID-19 vaccines and, ultimately, increase vaccination rates across the State of South Carolina, especially among underserved, vulnerable, minority, and vaccine-hesitant populations.

DHEC requests applications for the funds administered by DHEC from the U.S. Department of Health and Human Services' ELC ENHANCING DETECTION THROUGH CORONAVIRUS RESPONSE AND RELIEF (CRR) supplemental funds. Funds may not be used for any other purpose. DHEC will determine whether a proposal falls within the scope of activities and is eligible under the stated guidelines. Applications are only accepted during the Request for Applications period and will be evaluated based on the award criteria stated below.

An applicant applying to DHEC for COVID-19 Vaccine Outreach Initiative Funds must be physically located in the State of South Carolina and provide services within the State of South Carolina. Each subrecipient must directly provide services or enter into contractual agreements with other acceptable entities for the provision of services with DHEC's prior approval through written consent.

Budget for COVID-19 Vaccine Outreach Initiative Proposals: ESTIMATE ONLY: FUNDING FOR SUBRECIPIENTS IS DEPENDENT UPON RECEIPT BY DHEC OF FEDERAL FUNDS.

The total dollar amount available under this RFGA is **up to \$5,000,000 for 6 months**. The amount of each award, based on the anticipated available grant year funding, is expected to range **up to \$200,000 for a six-month award**. The number of funded subrecipients is dependent on available funds but is anticipated to be up to twenty-five (25).

The COVID-19 Vaccine Outreach subaward agreement will be awarded for a six-month project period, with up to three (3) renewals of up to an additional six months, depending on performance, availability of funds, and service priorities.

Organizations applying for funds to develop and implement COVID-19 Vaccine Outreach Initiative projects may request **up to an additional \$5,000 per month** to cover the salary and fringe benefits costs of Community Health Workers employed to support the initiative.

Every application must be accompanied by a Budget Narrative and Cost Allocation template and a statement that the project can be carried out for the budget requested. The Budget Narrative and Cost Allocation template may be found **Attachment 1**. Applications received without the completed, specified Budget Narrative and Cost Allocation template will be rejected and not reviewed.

Award amounts will be at DHEC's discretion based on all of the following: application score, projects proposed, number and demographics of population(s) to be served, budget review, and funding availability. If the number or quality of the received proposals does not allow for the funding of twenty-five subrecipients, funds may be distributed later.

Eligibility: To be eligible, applicants must have one year of documented experience (1) assisting vulnerable populations with accessing services, and/or (2) conducting effective outreach campaigns related to public health or health improvement. Experience in COVID-19 information dissemination, testing, or vaccination is not required but organizations with a history of providing these services are strongly encouraged to apply.

Eligible organizations must submit a Certificate of Existence, also known as a Certificate of Good Standing, from the South Carolina Secretary of State. This certificate states that an entity is in good standing with the South Carolina Secretary's Office, and has, to the best of the South Carolina Secretary of State's knowledge, filed all required tax returns with the South Carolina Department of Revenue. The Certificate can be requested via <https://web.sc.gov/SOSDocumentRetrieval/Welcome.aspx>.

A subrecipient to whom a previous grant or contract was terminated for default by DHEC must wait three (3) years from the date of termination before an application will be considered for funding from DHEC. In addition, the subrecipient must be in compliance with all state and federal regulations at the time of application.

How to Apply: See the Request for Grant Applications (RFGA) Section “V. INFORMATION FOR APPLICANTS TO SUBMIT/SCORING CRITERIA” for additional details regarding information to be included with your submission. A cover letter should be included and signed by a person having authority to commit the applicant to a subaward agreement. Eligible applicants must submit the required documents to either the mailing address or physical address listed above.

Deadline: The deadline for all applications is **August 5, 2021** by 2:30 P.M. EST

Questions & Answers: Questions will be accepted until 5:00 P.M. EST, **July 23, 2021**. All questions must be submitted in writing to DHEC at covidcbo@dhec.sc.gov. Responses will be posted **July 28, 2021** by 5:00 PM EST.

Available funding Date: Contingent upon available funds, anticipated to be awarded by the U.S. Department of Health and Human Services, no later than **September 15, 2021**.

Final selection of all successful applicants will be made, and notifications released on or before **August 25, 2021**. Final subaward agreements will be executed to be effective when signed by the Subrecipient and DHEC. **September 15, 2021 or immediately upon signature** is the anticipated start work date.

A subaward agreement, of which a draft copy is included in the RFGA (**Attachment 2**) must be signed by each applicant receiving an award.

You must have a state vendor number to receive reimbursement from DHEC. To obtain a state vendor number, visit www.procurement.sc.gov, and select New Vendor Registration. (To determine if your business is already registered, go to “Vendor Search”). Upon registration, you will be assigned a state vendor number. You must keep your vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the South Carolina Secretary of State or South Carolina Department of Revenue.)

Additional Physical Address Information:

Vendors arriving at 301 Gervais Street will notice that this is also the location of the State Museum. Do not enter using the main museum entrance. To enter DHEC, vendors are to proceed from the front of the building to the left side (canal side). Park in either the lower or upper deck of the two-level parking garage.

Adjacent to the first-floor parking garage is a glass door with a DHEC logo. This entrance is always locked. Press the intercom button in order to request entrance to the building. The door will be opened by the agency receptionist. When you enter the building, you will be required to sign in. You

will be escorted to the 4th floor receptionist for your application to be date/time stamped. If you have issues with building access, please call DHEC's procurement receptionist at (803) 898-3501.

It will take several minutes to obtain building access and have applications date/time stamped. The deadline for applications is identified on this Cover Page. Please plan accordingly as deadline times will not be adjusted.

**South Carolina Department of Health and Environmental Control
Program Area Funding Opportunity Name FY 2021 Grant Year
Request for Grant Applications (RFGA)**

I. BACKGROUND

In 2020, as part of the CARES Act and Paycheck Protection Program and Health Care Enhancement Act supplements, the Centers for Disease Control and Prevention (CDC) awarded ELC funds to the State of South Carolina to help address the domestic response to COVID-19. Additional funds were awarded via the *Coronavirus Response and Relief Supplemental Appropriations Act of 2021* to continue to provide additional critical support to jurisdictions as they continue to address COVID-19 within their communities.

These additional resources, by law, are intended to “**prevent, prepare for, and respond to coronavirus**” by supporting testing, case investigation and contact tracing, surveillance, containment, and mitigation. Such activities may include support for workforce, epidemiology, elementary and secondary schools, child care facilities, institutions of higher education, long-term care facilities, or in other settings, scale up of testing by public health, academic, commercial, and hospital laboratories, and community-based testing sites, mobile testing units, health care facilities, and other entities engaged in COVID–19 testing, and other activities related to COVID–19 testing, case investigation and contact tracing, surveillance, containment, and mitigation.

As the state agency charged with promoting and protecting the health of the public in South Carolina, DHEC has utilized these funds to support many of the activities outlined above. As we continue to move forward, DHEC plans to establish subrecipient agreements with community-based organizations (CBOs) to support the state’s efforts to address critical barriers to effectively informing and vaccinating the population of South Carolina, particularly underserved, minority, and vaccine-hesitant communities and individuals, as well as those facing barriers such as limited access to transportation and technology.

II. SCOPE OF THE GRANT PROPOSAL

The State of South Carolina, South Carolina Department of Health and Environmental Control requests grant applications from organizations to become subrecipients through Subaward agreements for the COVID-19 Vaccine Outreach Initiative. Provision of services will be required to begin within sixty (60) days of execution of the subaward agreement.

A. Funding

It is the intent of the State of South Carolina, South Carolina Department of Health and Environmental Control (DHEC), to award COVID-19 Vaccine Outreach Initiative grant funds to support the development and expansion of activities to increase knowledge and awareness of COVID-19 vaccines and, ultimately, increase vaccination rates across the State of South Carolina, especially among underserved, vulnerable, minority, and vaccine-hesitant populations.

An applicant applying to DHEC for COVID-19 Vaccine Outreach Initiative Funds must provide services within the State of South Carolina. Each subrecipient must directly provide services or enter into contractual agreements with other acceptable entities for the provision of services with DHEC's prior approval through written consent.

The total dollar amount available under this RFGA is up to \$5,000,000 for 6 months. The amount of each award, based on the anticipated available grant year funding, is expected to range up to \$200,000 for a six-month award. The number of funded subrecipients is dependent on available funds but is anticipated to be up to twenty-five (25).

The COVID-19 Vaccine Outreach subaward agreement will be awarded for a six-month project period, with up to three (3) renewals of up to an additional six months, depending on performance, availability of funds, and service priorities.

Organizations applying for funds to develop and implement COVID-19 Vaccine Outreach Initiative projects may request up to an additional \$5,000 per month to cover the salary and fringe benefits costs of Community Health Workers employed to support the initiative.

ESTIMATE ONLY: FUNDING FOR SUBRECIPIENTIS DEPENDENT UPON RECEIPT BY DHEC OF FEDERAL FUNDS.

B. Purpose

The purpose of the COVID-19 Vaccine Outreach Initiative is to increase awareness and knowledge of COVID-19 and COVID-19 vaccines, and/or reduce vaccine hesitancy or barriers, in a manner that results in increased vaccinations among members of key populations, such as:

1. those living in rural areas (areas that lack access to broadband, healthcare, and other services),
2. minority residents (African American, Latinx, Native American, Asian American and Pacific Islander, etc.),
3. and other vulnerable communities.

Activities conducted by the subrecipient may include, but are not limited to, the following:

1. distribution of relevant materials produced or reviewed by DHEC;
2. conducting safe in-person or virtual educational sessions with community stakeholders, community members, and other CBOs for the education of vulnerable populations on COVID-19, prevention measures, testing, and vaccines;
3. placing social media and/or other media advertising messages on channels designed to reach focused populations (ads/spots reviewed by DHEC); and
4. utilizing other non-traditional outreach methods (i.e. informational signs at intersections, point of sale advertising, direct mailers, grassroots outreach) to increase awareness and promote COVID-19 testing and vaccination; and
5. supporting individuals by assisting with registering for vaccination appointments and providing transportation to vaccination appointments/clinics where possible.

No activities should include unsolicited door-to-door residential outreach.

Each subrecipient must directly provide services or enter into contractual agreements with other acceptable entities for the provision of services with DHEC's prior approval through written consent. The subrecipient shall ensure entities receiving COVID-19 Vaccine Outreach Initiative funds for the provision of COVID-19 Vaccine Outreach Initiative services will adhere to all grant agreement requirements as stated in this RFGA and the grant agreement.

C. Eligibility

To be eligible, applicants must have one year of documented experience (1) assisting vulnerable populations with accessing services or information, and/or (2) conducting effective outreach campaigns related to public health or health improvement. Experience in COVID-19 information dissemination, testing, or vaccination is not required but organizations with a history of providing these services are strongly encouraged to apply.

An applicant applying to DHEC for COVID-19 Vaccine Outreach Initiative Funds must physically be located in the State of South Carolina and provide services within the State of South Carolina. Each subrecipient must directly provide services or enter into contractual agreements with other acceptable entities for the provision of services with DHEC's prior approval through written consent.

Eligible organizations must submit a Certificate of Existence, also known as a Certificate of Good Standing, from the South Carolina Secretary of State. This certificate states that an entity is in good standing with the South Carolina Secretary's Office, and has, to the best of the South Carolina Secretary of State's knowledge, filed all required tax returns with the South Carolina Department of Revenue. The Certificate can be requested via <https://web.sc.gov/SOSDocumentRetrieval/Welcome.aspx>.

A subrecipient previously terminated by DHEC must wait three (3) years from the date of termination before an application will be considered for funding from DHEC. In addition, the subrecipient must be in compliance with all state and federal regulations at the time of application.

Budget for COVID-19 Vaccine Outreach Initiative Proposals: Every application must be accompanied by a Budget Narrative and Cost Allocation template and a statement that the project can be carried out for the budget requested. The Budget Narrative and Cost Allocation template may be found in **Attachment 1**. Applications received without the completed, specified Budget Narrative and Cost Allocation template will be rejected and not reviewed.

Post-Award Monitoring: The post-award monitoring frequency will be determined by the identification of risk factors that indicate a need for increased monitoring. Actual Subrecipient performance will be monitored on a continuous basis.

Methods for evaluating risk and ensuring compliance may include but are not limited to:

1. Risk assessment surveys
2. Desk review and monthly review of invoice documentation
3. Review of actions taken by Subrecipient to ensure the obligations of subawards are being met
4. Interviews with Subrecipient, their clients, and program staff
5. Review of financial stability (financial statements)
6. Assessment of quality of management systems and the ability to meet the management standards prescribed in 2 CFR 200
7. Review of the Subrecipient's prior performance in managing Federal awards
8. Review of audit findings

III. SCOPE OF WORK/SPECIFICATION

A. Required Activities

COVID-19 Vaccine Outreach Initiative subrecipients awarded under this grant application shall:

1. Develop and implement or expand activities to support knowledge and awareness of COVID-19 vaccines to, ultimately, increase vaccination rates across the State of South Carolina. These efforts should have a strong focus on underserved, vulnerable, minority, and vaccine hesitant populations. Activities conducted by the subrecipient may include, but are not limited to, the following (1) distribution of relevant materials produced or reviewed by DHEC; (2) safe in-person or virtual educational sessions with community stakeholders, community members, and other CBOs for the education of vulnerable populations on COVID-19, prevention measures, testing, and vaccines; (3) placing social media and/or other media advertising messages on channels designed to reach focused populations (ads/spots reviewed by DHEC); (4) utilizing other non-traditional outreach methods (i.e. informational signs at intersections, point of sale advertising, direct mailers, grassroots outreach) to increase awareness and promote COVID-19 testing and vaccination; and (5) support individuals by assisting with registering for vaccination appointments and providing transportation to vaccination appointments/clinics where possible. No activities shall include unsolicited door-to-door residential outreach.
2. Develop a Budget Narrative and Cost Allocation template. Budget Narrative and Cost Allocation template may be found in **Attachment 1**. A maximum of ten (10%) percent of subrecipient expenditures may be used for administrative costs.

B. Grant Requirements

COVID-19 Vaccine Outreach Initiative subrecipients awarded under this grant application shall:

1. Obtain written approval of all promotional materials (i.e. Printed materials, online content, etc.) prior to dissemination from DHEC. Subrecipient **must** obtain **prior** written approval of all promotional materials (printed materials, online content, etc.) prior to dissemination

from DHEC. This includes but is not exclusive to obtaining approval of all proofs and quotes prior to the actual creating of these promotional materials.

2. If the subrecipient desires to enter into contractual agreements with other entities for the provision of services, the subrecipient must first gain written prior approval from DHEC's Office of Communications. The contractual agreement must include the scope of work and terms and conditions related to the services they will provide to include all requirements in the parent grant agreement with DHEC. The subrecipient is responsible for providing oversight and monitoring to ensure entities receiving COVID-19 Vaccine Outreach Initiative funds follow all grant agreement and reporting requirements as stated in this RFGA and the SubAward agreement with DHEC.
3. Retain all records with respect to all matters covered by this agreement in accordance with SubAward agreement Terms and Conditions.
4. Allow DHEC on-site for site visits and make records available upon request for financial, programmatic, quality management, and other topics, as required for monitoring purposes. Submit documentation of follow-up on all Corrective Actions, as indicated, until resolved.
5. Permit and cooperate with any State or Federal investigations undertaken regarding programs conducted under the COVID-19 Vaccine Outreach Initiative.
6. Provide, upon request by DHEC, specific documentation of expenditures included on submitted invoices. The following areas will be reviewed:
 1. FINANCIAL MANAGEMENT: Financial records will be reviewed to assure compliance with generally accepted accounting requirements. The records should provide accurate, current, and complete disclosure of financial results. They must identify the source and application of funds and must be supported by invoices and other source documentation.
 2. PROGRAM PROGRESS: Review progress in providing COVID-19 Vaccine Outreach Initiative services and expending funds.
7. Document time and effort of staff funded with COVID-19 Vaccine Outreach Initiative funds demonstrating fiscal stewardship of COVID-19 Vaccine Outreach Initiative funds.

C. Grant Reporting Requirements

The subrecipient will provide programmatic, demographic, and financial reports as requested by DHEC's Office of Communications.

Reporting requirements, which are subject to change during the grant period, include:

- Monthly reporting update on ongoing work plan, activities, and key milestones accomplished, to include but not limited to:
 - Number and demographics of population(s) served through all outreach activities each month

- Number and type of events held/sponsored (include locations)
- Number and description of resources/materials distributed (include locations and demographics of population(s) who received resources/materials)
- Number of individuals registered for and/or transported to vaccination appointments/clinics
- Monthly metrics on media buys, earned media and paid and organic social media, if applicable
- Submission of monthly expenditures
- Monthly narrative report on successes, challenges, and opportunities of improvement

D. Funding Related Grant Requirements

COVID-19 Vaccine Outreach Initiative subrecipients awarded under this grant application shall:

- a. Submit a projected annual Budget Narrative and Cost Allocation Plan (BNCAP) for the COVID-19 Vaccine Outreach Initiative funding as part of this application for review and approval by DHEC. Additionally, an updated budget will be required if contracts are renewed following the first six-month project period. Required BNCAP templates can be found in **Attachment 1**. The Budget Narrative and Cost Allocation Plan must include planned expenditures details on personnel (including each funded staff by title, name, salary, and job duties), fringe, supplies, equipment, travel (with enough detail to show planned travel is within state rates), contractual, other, and administration (admin expenditures must be itemized) including a clear description of the use of the funds.
- b. If throughout the course of a grant year a budget revision is necessary and exceeds twenty-five percent (25%) of the amount allocated for a budget line item, the subrecipient must make a written request to DHEC for approval of the revision. The budget revision will not be authorized until the subrecipient receives written approval from DHEC. Budget revision templates can be found in in **Attachment 1**.
- c. Limit administrative charges to the grant to ten percent (10%) of expenditures. Administrative costs are costs associated with the administration of the COVID-19 Vaccine Outreach Initiative program. Staff activities that are administrative in nature should be allocated to administrative costs. Subrecipient administrative activities include:
 - a. Usual and recognized overhead activities, including established indirect rates for agencies;
 - b. Management oversight of the subrecipient program;
 - c. Other types of program support such as quality assurance, quality control, and related activities.
- d. The Subrecipient shall submit a monthly request for payment (invoice) for services rendered as outlined in the Scope of Services and approved budget. Reimbursement will be for actual

allowable costs incurred and must be consistent with the approved budget incorporated into this Subaward. Only expenditures obligated during the Subaward period of performance can be submitted for reimbursement. The invoice should be received by DHEC within fifteen (15) days after the end of each month. Please refer to the attachment "SUBAWARD INVOICES AND SUPPORTING DOCUMENTATION" for details on invoice submission and supporting documentation (**Attachment V**). Email requests for payment must be sent to: covidcbo@dhec.sc.gov

- e. While this list is not inclusive of all unallowable costs, COVID-19 Vaccine Outreach Initiative funds may not be used for the following:
 - 1. International Travel
 - 2. Construction
 - 3. Cash payment to intended recipients/clients
 - 4. Incentive program costs are ineligible for reimbursement through this contract
 - 5. Support for criminal defense or for class action suits
 - 6. Direct maintenance or any other expenses of a privately-owned vehicle
 - 7. State and local taxes for personal property
 - 8. Vehicles
 - 9. Start-up costs

- f. Must have and maintain financial mechanisms for tracking of program expenditures. Mechanisms must be in place for accurately tracking service recipients and expenditures.

IV. INFORMATION FOR APPLICANTS TO SUBMIT/SCORING CRITERIA

To be considered for award all proposals must include, at minimum, responses to the information requested in this section. Scoring points associated with each section are noted in parentheses. Entities applying should restate each of the items listed below and provide their response immediately thereafter. Page limits for each section are provided below. Applications should be single spaced using no less than 12pt font and 1-inch margins.

ALL INFORMATION SHOULD BE PRESENTED IN THE LISTED ORDER:

COVER LETTER – Maximum 1 page: Submit a cover letter, which includes:

- 1. Statement that the applicant is willing to perform the activities as stated in the RFGA if awarded
- 2. Statement that the applicant will comply with all requirements of the RFGA and the attached Subaward Agreement, if awarded
- 3. A statement that the project(s) can be carried out for the amount requested
- 4. The cover letter must be signed by a person having authority to commit the applicant to a subaward agreement
- 5. The name and email address of the person to which the notification of award should be sent

TABLE OF CONTENTS – Maximum 1 page: Provide a table of contents document that includes all the items listed below.

- A. Eligibility Determination Documentation
- B. Organizational History, Experience and Qualifications
- C. Introduction of Proposed Project
- D. COVID-19 Vaccine Outreach Initiative Program Methodology and Implementation Plan
- E. Anticipated Challenges
- F. Community Engagement Project Description
- G. Project Evaluation and Action Plan
- H. Budget Narrative and Cost Allocation Plan

ELIGIBILITY DETERMINATION DOCUMENTATION

Use pages as needed to provide all documentation:

1. Provide a statement that the applicant has one or more years of documented experience (1) assisting vulnerable populations with accessing services, and/or (2) conducting effective outreach campaigns related to public health or health improvement.
2. Provide a statement indicating that the applicant has the financial capacity to enter into a cost reimbursement grant agreement without advance payment from DHEC.
3. Submit a Budget Narrative and Cost Allocation Template with the application.
4. Submit a Certificate of Existence, also known as a Certificate of Good Standing, from the South Carolina Secretary of State. This certificate states that an entity is in good standing with the South Carolina Secretary of State’s Office, and has, to the best of the South Carolina Secretary of State’s knowledge, filed all required tax returns with the South Carolina Department of Revenue. The Certificate can be requested via: <https://web.sc.gov/SOSDocumentRetrieval/Welcome.aspx>
5. *Applicants who have ever had a DHEC subaward agreement/contract terminated for non-compliance:* Provide a description of the circumstances of the terminated subaward agreement/contract including: the DHEC subaward agreement/contract number, date of termination, reason for termination, and any changes within the applicant organization to ensure compliance with current and future subaward agreements/contracts.

ORGANIZATIONAL HISTORY, EXPERIENCE AND QUALIFICATIONS
(5 POINTS TOTAL)

Maximum 2 pages

1. Provide your background, including mission, organizational structure, and programs.
2. Describe your history of work addressing disparate populations and health equity.
3. Why is your entity best positioned to successfully lead outreach efforts on these issues?

INTRODUCTION OF PROPOSED PROJECT

(5 POINTS TOTAL)

Maximum 1 page

Briefly describe the proposed project and a description of how the proposed activities will address the goals of the COVID-19 Vaccine Outreach initiative. Identify which geographic service areas you are applying to serve.

COVID-19 VACCINE OUTREACH INITIATIVE PROGRAM METHODOLOGY AND IMPLEMENTATION PLAN
(50 POINTS TOTAL)

Maximum 4 pages

Describe the methodology for implementing the COVID-19 Vaccine Outreach Initiative, including, but not limited to, the following:

1. **Personnel** – List the staff who will be directly involved with this project and briefly describe their relevant experience. Provide their name, title, experience, and email.
2. **Activities** – Describe the activities that will be undertaken by your organizations.
 - a. Explain how these will reach underserved, vaccine hesitant, or minority communities.
 - b. Explain how these services will decrease barriers to vaccine awareness and knowledge and help lead to increased vaccinations.
3. **Intended population(s) and location(s)** – provide a detailed description of the intended population(s) and location(s) for your project.
4. **Timeline** – provide a timeline for the project.

ANTICIPATED CHALLENGES
(5 POINTS TOTAL)

Maximum 1 page

1. What barriers do you foresee that may impede progress towards achieving program goals?
2. Describe how you will navigate potential challenges to overcome barriers.
3. Identify and explain what specific resources, including technical assistance and training that you will need to execute the workplan.

COMMUNITY ENGAGEMENT PROJECT DESCRIPTION
(10 POINTS TOTAL)

Maximum 1 page

1. Outline your plan for engaging the community in the development and implementation of outreach activities.

2. How will members of the impacted population(s) be incorporated into project planning and implementation?

PROJECT EVALUATION AND ACTION PLAN

(10 POINTS TOTAL)

Maximum 2 pages

1. Describe how you will evaluate your project. What is/are the outputs and the short-term outcome(s) of the project (e.g., products developed and disseminated, estimated reach)?
2. How will you measure progress?

BUDGET NARRATIVE AND COST ALLOCATION

(15 POINTS TOTAL)

Complete the Budget Narrative and Cost Allocation form in **Attachment 1**. Please provide a clear description of each line item listed in the budget spreadsheet. Items can be grouped within the categories, in bulleted lists with brief explanation of the purpose for the items.

V. APPLICATION SUBMISSION

Applicant shall submit a signed Cover Page and Application addressing all the above noted points.

Application must include one (1) original and five (5) copies of:

- A. Eligibility Determination Documentation
- B. Organizational History, Experience and Qualifications
- C. Introduction of Proposed Project
- D. COVID-19 Vaccine Outreach Initiative Program Methodology and Implementation Plan
- E. Anticipated Challenges
- F. Community Engagement Project Description
- G. Project Evaluation and Action Plan
- H. Budget Narrative and Cost Allocation Plan

Attachment 1
Budget Template
(excel template)

COVID-19 Vaccine Outreach Initiative
BUDGET NARRATIVE and COST ALLOCATION (ALL SOURCES of FUNDING)
 PERIOD OF PERFORMANCE: _____ - _____

Subrecipient Name: _____

Date of Request: _____

Funds	COVID-19 Vaccine Outreach Initiative	% COVID-19 Vaccine Outreach Initiative
Budget	\$ -	#DIV/0!
10% Admin Cap	\$ -	#DIV/0!

PROJECTED EXPENDITURES BY OPERATING CATEGORY (with Item Description)		Annual Salary/ Agency Budget	COVID-19 Vaccine Outreach Initiative	% COVID-19 Vaccine Outreach Initiative
1. Personnel (Salaries, Wages, Taxes)		\$ -	\$ -	#DIV/0!
Staff A Name	<i>Position Title & Classification</i>			#DIV/0!
Staff B Name	<i>Position Title & Classification</i>			#DIV/0!
Staff C Name	<i>Position Title & Classification</i>			#DIV/0!
Staff D Name	<i>Position Title & Classification</i>			#DIV/0!
Staff E Name	<i>Position Title & Classification</i>			#DIV/0!
Staff F Name	<i>Position Title & Classification</i>			#DIV/0!
2. Fringe		\$ -	\$ -	#DIV/0!
Staff A Name	<i>Fringe Benefits & % of Salary</i>			#DIV/0!
Staff B Name	<i>Fringe Benefits & % of Salary</i>			#DIV/0!
Staff C Name	<i>Fringe Benefits & % of Salary</i>			#DIV/0!
Staff D Name	<i>Fringe Benefits & % of Salary</i>			#DIV/0!
Staff E Name	<i>Fringe Benefits & % of Salary</i>			#DIV/0!
Staff F Name	<i>Fringe Benefits & % of Salary</i>			#DIV/0!
3. Travel (Staff travel and client transportation expenses should be budgeted seperately)		\$ -	\$ -	#DIV/0!
Travel Item A	<i>Description</i>			#DIV/0!
Travel Item B	<i>Description</i>			#DIV/0!
Travel Item C	<i>Description</i>			#DIV/0!
Travel Item D	<i>Description</i>			#DIV/0!
4. Supplies (Example: Office/ Medical/ Program supplies, food/ gas cards, phones, postage)		\$ -	\$ -	#DIV/0!
Supply Item A	<i>Description</i>			#DIV/0!
Supply Item B	<i>Description</i>			#DIV/0!
Supply Item C	<i>Description</i>			#DIV/0!
Supply Item D	<i>Description</i>			#DIV/0!
Supply Item E	<i>Description</i>			#DIV/0!
Supply Item F	<i>Description</i>			#DIV/0!
Supply Item G	<i>Description</i>			#DIV/0!
Supply Item H	<i>Description</i>			#DIV/0!
5. Equipment (Single items over \$5,000. Otherwise, include in Supplies.)		\$ -	\$ -	#DIV/0!

Equipment Item A	Description			#DIV/0!
Equipment Item B	Description			#DIV/0!
Equipment Item C	Description			#DIV/0!
Equipment Item D	Description			#DIV/0!
Equipment Item E	Description			#DIV/0!
Equipment Item F	Description			#DIV/0!
Equipment Item G	Description			#DIV/0!
Equipment Item H	Description			#DIV/0!
6. Contractual		\$ -	\$ -	#DIV/0!
Contractual Item A	Description			#DIV/0!
Contractual Item B	Description			#DIV/0!
Contractual Item C	Description			#DIV/0!
Contractual Item D	Description			#DIV/0!
7. Other (specify):		\$ -	\$ -	#DIV/0!

Item A	Description			#DIV/0!
Item B	Description			#DIV/0!
Item C	Description			#DIV/0!
Item D	Description			#DIV/0!
Item E	Description			#DIV/0!
Item F	Description			#DIV/0!
8. Administration* (Must match Service Admin) (10% cap)		\$ -	\$ -	#DIV/0!
Staff A Name	Position Title & Classification			#DIV/0!
	Fringe Benefits & % of Salary			#DIV/0!
Staff B Name	Position Title & Classification			#DIV/0!
	Fringe Benefits & % of Salary			#DIV/0!
Travel Item A	Description			#DIV/0!
Supply Item A	Description			#DIV/0!
Equipment Item A	Description			#DIV/0!
Contractual A	Description			#DIV/0!
Other (specify) Item A	Description			#DIV/0!
TOTAL		\$ -	\$ -	#DIV/0!

Attachment 2

**FEDERAL SUBAWARD
BETWEEN
SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL
AND**

Insert the Subrecipient's Full Legal Name as specified on W-9/SCEIS

This Federal Subaward shall be between the South Carolina Department of Health and Environmental Control (DHEC a.k.a. Passthrough Entity) and **Insert the subrecipient's Full Legal Name as specified on W-9/SCEIS** a.k.a. Subrecipient. The parties to this subaward agree as follows:

PURPOSE:

The purpose of the COVID-19 Vaccine Outreach Initiative is to increase awareness and knowledge of COVID-19 and COVID-19 vaccines, and/or reduce vaccine hesitancy or barriers, in a manner that results in increased vaccinations among members of key populations, such as (1) those living in rural areas (areas that lack access to broadband, healthcare, and other services), (2) minority residents (African American, Latinx, Native American, Asian American and Pacific Islander, etc.), and/or (3) and other vulnerable communities.

SCOPE OF SERVICES

1. REQUIRED ACTIVITIES:

COVID-19 Vaccine Outreach Initiative subrecipients awarded under this grant application shall:

- a. Develop and implement or expand activities to support knowledge and awareness of COVID-19 vaccines to, ultimately, increase vaccination rates across the State of South Carolina. These efforts should have a strong focus on underserved, vulnerable, minority, and vaccine hesitant populations. Activities conducted by the subrecipient may include, but are not limited to, the following (1) distribution of relevant materials produced or reviewed by DHEC, (2) safe in-person or virtual educational sessions with community stakeholders, community members, and other CBOs for the education of vulnerable populations on COVID-19, prevention measures, testing, and vaccines, (3) placing social media and advertising messages on channels designed to reach focused populations, (4) utilizing other non-traditional outreach methods (i.e. informational signs at intersections, point of sale advertising, direct mailers, grassroots outreach) to increase awareness and promote COVID-19 testing and vaccination, and (5) supporting individuals by assisting with registering for vaccination appointments and providing transportation to vaccination appointments/clinics where possible. No activities shall include unsolicited door-to-door residential outreach.
- b. Develop and submit to DHEC an annual narrative and cost allocation plan (BNCAP), and implementation plan (IP) using the DHEC required formats. A maximum of ten (10%) percent of subrecipient expenditures may be used for administrative costs.

2. GRANT REQUIREMENTS:

COVID-19 Vaccine Outreach Initiative subrecipients awarded under this grant application shall:

- a. Subrecipients will obtain written approval of all promotional materials (i.e. Printed materials, online content, etc.) prior to dissemination from DHEC.
- b. If the subrecipient desires to enter into contractual agreements with other entities for the provision of services, the subrecipient must first gain written prior approval from DHEC's Office of Communications. The contractual agreement must include the scope of work and terms and conditions related to the services they will provide to include all requirements in the parent grant agreement with DHEC. The subrecipient is responsible for providing oversight and monitoring to ensure entities receiving COVID-19 Vaccine Outreach Initiative funds follow all grant agreement and reporting requirements as stated in this RFGA and the SubAward agreement with DHEC.
- c. Retain all records with respect to all matters covered by this agreement in accordance with SubAward agreement Terms and Conditions.
- d. Allow DHEC on-site for site visits and make records available upon request for financial, programmatic, quality management, and other topics, as required for monitoring purposes. Submit documentation of follow-up on all Corrective Actions, as indicated, until resolved.
- e. Permit and cooperate with any State or Federal investigations undertaken regarding programs conducted under the COVID-19 Vaccine Outreach Initiative.
- f. Provide, upon request by DHEC, specific documentation of expenditures included on submitted invoices. The following areas will be reviewed:
 1. FINANCIAL MANAGEMENT: Financial records will be reviewed to assure compliance with generally accepted accounting requirements. The records should provide accurate, current, and complete disclosure of financial results. They must identify the source and application of funds and must be supported by invoices and other source documentation.
 2. PROGRAM PROGRESS: Review progress in providing COVID-19 Vaccine Outreach Initiative services and expending funds.
- g. Document time and effort of staff funded with COVID-19 Vaccine Outreach Initiative funds demonstrating fiscal stewardship of COVID-19 Vaccine Outreach Initiative funds.

3. GRANT REPORTING AND MONITORING REQUIREMENTS (FINANCIAL, PROGRAMMATIC, AND MONITORING):

The subrecipient will provide programmatic, demographic, and financial reports as requested by DHEC's Office of Communications.

Reporting requirements, which are subject to change during the grant period, include:

- Monthly reporting update on ongoing work plan, activities, and key milestones accomplished, to include but not limited to:
 - Number and demographics of population(s) served through all outreach activities each month
 - Number and type of events held/sponsored (include locations)
 - Number and description of resources/materials distributed (include locations and demographics of population(s) who received resources/materials)

- Number of individuals registered for and/or transported to vaccination appointments/clinics
- Monthly metrics on media buys, earned media and paid and organic social media, if applicable
- Submission of monthly expenditures
- Monthly narrative report on successes, challenges, and opportunities of improvement

4. FUNDING-RELATED GRANT REQUIREMENTS:

COVID-19 Vaccine Outreach Initiative subrecipients awarded under this grant application shall:

- a. Submit a projected annual Budget Narrative and Cost Allocation Plan (BNCAP) for the COVID-19 Vaccine Outreach Initiative funding as part of this application for review and approval by DHEC. Additionally, an updated budget will be required if contracts are renewed following the first six-month project period. Required BNCAP templates can be found in **Attachment 1**. The Budget Narrative and Cost Allocation Plan must include planned expenditures details on personnel (including each funded staff by title, name, salary, and job duties), fringe, supplies, equipment, travel (with enough detail to show planned travel is within state rates), contractual, other, and administration (admin expenditures must be itemized) including a clear description of the use of the funds.
- b. If throughout the course of a grant year a budget revision is necessary and exceeds twenty-five percent (25%) of the amount allocated for a budget line item, the subrecipient must make a written request to DHEC for approval of the revision. The budget revision will not be authorized until the subrecipient receives written approval from DHEC. Budget revision templates can be found in **Attachment 1**.
- c. Limit administrative charges to the grant to ten percent (10%) of expenditures. Administrative costs are costs associated with the administration of the COVID-19 Vaccine Outreach Initiative program. Staff activities that are administrative in nature should be allocated to administrative costs. Subrecipient administrative activities include:
 1. Usual and recognized overhead activities, including established indirect rates for agencies;
 2. Management oversight of the subrecipient program;
 3. Other types of program support such as quality assurance, quality control, and related activities.
- d. The Subrecipient shall submit a monthly request for payment (invoice) for services rendered as outlined in the Scope of Services and approved budget. Reimbursement will be for actual allowable costs incurred and must be consistent with the approved budget incorporated into this Subaward. Only expenditures obligated during the Subaward period of performance can be submitted for reimbursement. The invoice should be received by DHEC within fifteen (15) days after the end of each month. Please refer to the attachment "SUBAWARD INVOICES AND SUPPORTING DOCUMENTATION" for details on invoice submission and supporting documentation (**Attachment V**). Email requests for payment must be sent to XXXXXXX
- e. While this list is not inclusive of all unallowable costs, COVID-19 Vaccine Outreach Initiative funds may not be used for the following:
 1. International Travel
 2. Construction
 3. Cash payment to intended recipients/clients

4. Incentive program costs are ineligible for reimbursement through this contract
 5. Support for criminal defense or for class action suits
 6. Direct maintenance or any other expenses of a privately-owned vehicle
 7. State and local taxes for personal property
 8. Vehicles
 9. Start-up costs
- f. Must have and maintain financial mechanisms for tracking of program expenditures. Mechanisms must be in place for accurately tracking service recipients and expenditures.

SOURCE OF FUNDING and AMOUNT

The current amount of funding per this subaward is \$ **Enter Dollar Value** from the following sources:

1. **Source of Funds 1 (SOF1): “ELC Enhancing Detection through Coronavirus Response and Relief (CCR) Supplemental Funds”**
 - a. ELC Enhancing Detection through Coronavirus Response and Relief (CCR) Supplemental Federal Funds:
\$ **Enter Dollar Value**

Unless otherwise negotiated with DHEC, the total amount to be paid under this Subaward for services rendered under Section A will not exceed \$ **Enter dollar value**, dependent upon federal funding availability.

Attachment I - SOF1 contains the federal award identification information as required by 2 CFR §200.331 (a) (1) and is incorporated into this Subaward.

PROJECT PERIOD

The project period for SOF1 “ELC Enhancing Detection through Coronavirus Response and Relief (CCR) Supplemental Funds” begins on **start date** and ends on **end date**.

PERIOD OF PERFORMANCE

This Subaward shall become effective on **Enter Start Date** or whenever all parties have signed, whichever is later and ends on **Enter End Date**.

This Subaward is renewable for one (1) additional six-month period. Regardless, this Subaward expires no later than the last date of the maximum Subaward period which is **(FINAL END DATE)**. Only work done in accordance with the effective dates of the Subaward will be compensated.

COMPENSATION

Budget: Compensation will only be made for allowable costs consistent with the approved budget incorporated into this subaward.

Equipment: Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the \$5,000 capitalization level. DHEC retains title to all equipment purchased under this subaward.

Indirect Cost: If Subrecipient utilizes an approved federally negotiated indirect cost rate, Subrecipient must provide a copy of the approved indirect cost rate letter from its federal cognizant agency. Any Subrecipient

that has never received and does not have a current negotiated indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the Subrecipient chooses to negotiate/re-negotiate a rate, which the non-Federal entity may do at any time. If chosen, the Subrecipient must submit the breakdown of the MTDC to DHEC.

Prior Approvals: Subrecipient must obtain prior approval before obligating or expending Subaward funds for equipment, permanent improvements or any purchase above the simplified acquisition threshold. The simplified acquisition threshold is adjusted periodically for inflation. The current amount is \$150,000. Please refer to the applicable Federal Acquisition Regulations (FAR) found at <https://www.acquisition.gov/sites/default/files/current/far/pdf/FAR.pdf>.

No revisions to the approved budget may be made without prior written approval from DHEC.

Subrecipient shall not subcontract any of the work or services covered by this subaward without DHEC's prior written approval.

Subrecipient must obtain approval prior for the sale or replacement of any equipment purchased under this subaward.

Prohibited Items: No Subaward funds may be used for the purchase of real property.

Travel: Reimbursement of Subrecipient's travel expenses, including mileage and subsistence (meals), incurred in connection with the services under this Subaward will be limited to the standard rates for State employee travel in effect during the period of this Subaward and will be included within the maximum amount of the Subaward. The standard rates for mileage and subsistence can be found at <https://cg.sc.gov/guidance-and-forms-state-agencies/travel-forms-and-mileage-rate>. All rates are subject to the Office of the Comptroller General's policies and procedures in effect for the calendar year and are subject to change.

Reimbursement for room and board will be at the established federal General Services Administration (GSA) rate or below for the area of travel. The standard GSA rates for hotels can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. All rates are updated and published each federal fiscal year and are subject to seasonal fluctuations. GSA rates must be verified prior to making each reservation.

Subrecipient must submit itemized lodging receipts showing a zero balance when seeking reimbursement. Out-of-state travel may be eligible for reimbursement only if approved in advance in writing. The request for approval must include a breakdown of all proposed travel expenses including, but not limited to, airfare, registration, and lodging and an explanation of how the travel is related to the activities described in the Scope of Services.

DHEC can provide a letter to Subrecipient stating that Subrecipient is performing work on behalf of DHEC under Subaward No. **subaward number** and that Subrecipient is eligible and authorized to receive government rates or discounts as provided to State employees. However, this letter does not guarantee that the hotel/motel will honor the government rate.

Method of Payment: Subrecipient shall submit a monthly request for payment (invoice) for services rendered as outlined in the Scope of Services and approved budget. Reimbursement will be for actual allowable costs incurred and must be consistent with the approved budget incorporated into this subaward. Only expenditures obligated during the Subaward period of performance can be submitted for reimbursement. The invoice should be received by DHEC within fifteen (15) days after the end of each month. Please refer to the attachment "SUBAWARD INVOICES AND SUPPORTING DOCUMENTATION" for details on invoice submission and supporting documentation.

Mail requests for payment to the attention of program contact:

Name

Mailing address

Email address

ACCESS TO RECORDS

Subrecipient must permit DHEC and auditors to have access to Subrecipient's records and financial statements in order to meet the requirements of the subaward. Subrecipient must allow DHEC and auditors to attend activities and events paid for or sponsored from this subaward. Subrecipient must allow DHEC to inspect or monitor in person, activities performed in accordance with the scope of services and paid for or sponsored from this subaward.

CLOSEOUT OF SUBAWARD

Subrecipient is responsible for implementing the necessary administrative actions to close-out the subaward. Administrative actions may include but are not limited to:

- liquidate all obligations
- expenditure adjustments +/-
- refunding unobligated cash balances
- financial reporting
- program performance reporting
- accounting for real and personal property if applicable
- patent and invention certifications if applicable
- records retention
- perform audits

SUBRECIPIENT AUDIT REQUIREMENTS

Subrecipients, except for-profit entities, must submit a certification of total federal grant expenditures upon request from DHEC. If Subrecipient expends \$750,000 or more in federal awards from all sources during the fiscal year, Subrecipient must have a single or program-specific audit conducted for that fiscal year, in accordance with the provisions of 2 CFR Part 200, Subpart F. Subrecipient is responsible initiating the process to implement the audit.

Entities which are audited as part of the State of South Carolina Statewide Single Audit are required to furnish the auditor's report on findings and Subrecipient's corrective action plan. Subrecipient shall complete and submit the audit within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. Subrecipient agrees to send one copy of any audit conducted under the provisions of 2 CFR Part 200, Subpart F, to:

SC Department of Health and Environmental Control
Grant Compliance Division
Bureau of Financial Management
2600 Bull Street
Columbia, SC 29201

Or, Email to: GrantsMgt@dhec.sc.gov

Non-federal entities that expend less than \$750,000 a year in total federal awards, from all sources, are exempt from the Federal audit requirements of 2 CFR Part 200, Subpart F for that year, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and General Accounting Office (GAO).

Subrecipient is prohibited from charging the cost of an audit to federal awards if Subrecipient expended less than \$750,000 from all sources of federal funding in Subrecipient's fiscal year. If Subrecipient expends less than \$750,000 in federal funding from all sources in Subrecipient's fiscal year, but obtains an audit paid for by non-federal funding, then DHEC requests a copy of that audit to be sent to:

SC Department of Health and Environmental Control
Grant Compliance Division
Bureau of Financial Management
2600 Bull Street
Columbia, SC 29201

Or, Email to: GrantsMgt@dhec.sc.gov

For Profit Subrecipients are exempt from the audit requirements set forth in 2 CFR §200.501 Audit Requirements. In all such cases DHEC requires submission of an audited financial statement. DHEC reserves the right to request pre-award audits and post-award audits in addition to monitoring during the agreement.

In all cases Subrecipient is required to promptly address audit findings through a corrective action plan. Failure to follow up or make corrective action can lead to a delay in payments, disallowed costs, suspension of the subaward, prohibition from future awards.

TERMS AND CONDITIONS

Subrecipient is responsible for the efficient and effective administration of the federal subaward through the application of sound management practices. Subrecipient is responsible for administering federal funds in a manner consistent with the underlying agreements, program objectives, and the terms and conditions of the federal award. Subrecipient is responsible for understanding and maintaining compliance with the 2 CFR 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards."

ASSIGNMENT Subrecipient cannot assign nor transfer the subaward or any of its provisions without DHEC's written consent. Any attempted assignment or transfer not in compliance with this provision is null and void. A change in ownership of Subrecipient is considered an assignment.

GRANT SPECIFIC TERMS AND CONDITIONS List the terms and conditions specific to the grant being subawarded. This includes both federally mandated and terms and conditions imposed by DHEC dependent upon the type of subaward, the services being provided and any risks that are being mitigated.

REPORTING REQUIREMENTS

Annual Risk Assessment Survey

On an annual basis, Subrecipient will be required to complete and return a risk assessment survey.

Audit Verification

On an annual basis, Subrecipient will be required to complete and return a statement verifying Subrecipient's status as to the single audit requirement.

Audit Results

If a single audit, program specific audit, or agreed upon procedures engagement is conducted, Subrecipient will be required to submit the full text of the Schedule of Findings and Questioned Costs or the Auditors Report with the Corrective Action Plan.

Cost Allocation

If Subrecipient manages multiple funding sources, Subrecipient's cost allocation plan must be submitted upon request. Sufficient detail must be provided to address the different categories of expenditure in the approved budget.

FFATA

Funding for this subaward may be subject to the Federal Funding Accountability and Transparency Act (FFATA).

If the annual value of this subaward is equal to or greater than \$25,000 at any time during this subaward period of performance, Subrecipient is required to complete and return the attached Subaward FFATA checklist. The completed FFATA checklist (if applicable) must be returned to the Office of Communications and Public Affairs prior to submitting the first invoice for payment.

If Subrecipient is required to complete the FFATA checklist, DO NOT enter this information into the Federal Reporting database. DHEC maintains that responsibility.

Financial Reporting

LIST Financial reporting requirements.

Matching Funds

LIST matching funds reporting requirements.

Program Income

LIST Program income reporting requirements.

Programmatic Reporting

LIST Programmatic reporting requirements.

SAM (System for Award Management)

On an annual basis, Subrecipient is required to maintain an active registration in SAM. Failure to comply may result in a suspension of payments and possibly a termination of the subaward.

MINORITY BUSINESS Subrecipient must make positive efforts to use small and minority owned businesses and individuals.

AMENDMENTS This Subaward may only be amended by written agreement of all parties, which must be executed in the same manner as the Subaward.

RECORD KEEPING, AUDITS, & INSPECTIONS Subrecipient shall create and maintain adequate records to document all matters covered by this Subaward. Subrecipient shall retain all such records for three (3) years or other longer period required by law after the end of the Subaward period and make records available for inspection and copying and audit at any time DHEC deems necessary. If any litigation, claim, or audit has begun but is not completed at the end of the retention period, or if audit findings have not been resolved at the end of the retention period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The Subrecipient shall allow DHEC to inspect facilities and locations where activities under this Subaward are to be performed on reasonable notice. Unjustified failure to produce any records or materials required under this Subaward may result in immediate termination of this Subaward with no further obligation on the part of DHEC.

Subrecipient must dispose of records containing DHEC confidential information in a secure manner such as shredding or incineration once the required retention period has ended. Confidential information means information known or maintained in any form, whether recorded or not, consisting of protected health information, other health information, personal information, personal identifying information, confidential business information, and any other information required by law to be treated as confidential, designated as confidential by DHEC, or known or believed by Subrecipient or Subrecipient's employee or agent to be claimed as confidential or entitled to confidential treatment.

Subrecipient is responsible for the creation and maintenance of its own records in accordance with professional standards and for compliance with HIPAA, the South Carolina Physicians' Patient Records Act, and other laws. DHEC assumes no responsibility for the creation, maintenance, completeness, or accuracy of Subrecipient's records, or for compliance of any person or entity other than DHEC with HIPAA, the South Carolina Physicians' Patient Records Act, or other laws.

TERMINATION Either party may terminate this Subaward by providing thirty (30) days written notice of termination to the other party.

DHEC funds for this Subaward are payable from federal sources. If funds are not granted or otherwise available to DHEC to pay the charges or fund activities under this Subaward, it shall terminate upon written notice to Subrecipient without any further obligation by DHEC, except the obligation to pay for allowable expenses already incurred. Unavailability of funds will be determined in DHEC's sole discretion. DHEC has no duty to reallocate funds from other programs or funds not granted specifically for the purposes of this Subaward.

DHEC may terminate this Subaward for cause, default, or negligence on Subrecipient's part at any time without thirty days advance written notice. Failure to comply with the terms and conditions of this Subaward may result in a delay in payment, request for additional documentation, audit, termination of the Subaward and prohibition of receiving additional awards from DHEC. DHEC may, at its option, allow Subrecipient a reasonable time to cure the default before termination.

NON-DISCRIMINATION No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this Subaward on the grounds of race, religion, color, sex, age, national origin, disability, gender identity, sexual orientation, or any other basis prohibited by law. This includes the provision of language assistance services to individuals of limited English proficiency eligible for services provided by DHEC.

INSURANCE During the term of this Subaward, Subrecipient will purchase and maintain from a company or companies lawfully authorized to do business in South Carolina, such insurance as will protect Subrecipient from the types of claims which may arise out of or result from Subrecipient's activities under the Subaward and for which Subrecipient may be legally liable. The insurance required by this provision must be in a sufficient and reasonable amount of coverage and include, at a minimum, professional liability and/or malpractice insurance covering any professional services to be performed under the Subaward, and general liability insurance. If coverage is claims-based, Subrecipient must maintain in force and effect any "claims made" coverage for a minimum of two years after the completion of all work or services to be provided under the Subaward. Subrecipient may be required to name DHEC on its insurance policies as an additional insured and to provide DHEC with satisfactory evidence of coverage. If Subrecipient is a South Carolina governmental body, it may satisfy this requirement by maintaining insurance through the S.C. Insurance Reserve Fund as provided by South Carolina law. If Subrecipient is a South Carolina governmental body, it may satisfy this requirement by maintaining insurance through the S.C. Insurance Reserve Fund as provided by South Carolina law. Neither party will provide individual coverage for the other party's employees, with each party being responsible for coverage of its own employees.

DRUG FREE WORKPLACE By signing this Subaward, Subrecipient certifies that it will comply with all applicable provisions of The Drug-free Workplace Act, S. C. Code of Laws, Section 44-107-10 et seq., as amended.

STANDARD OF CARE Subrecipient will perform all services under this Subaward in a good and workmanlike manner and with at least the ordinary care and skill customary in the profession or trade. Subrecipient and Subrecipient's employees will comply with all professional rules of conduct applicable to the provision of services under the Subaward.

NON-INDEMNIFICATION; LIMITATION ON TORT LIABILITY Any term or condition of this Subaward or any related agreements is void to the extent it: (1) requires DHEC to indemnify, defend, or pay attorney's fees to anyone for any reason; or (2) would have the purpose or effect of increasing or expanding any liability of the State or its agencies or employees for any act, error, or omission subject to the South Carolina Tort Claims Act, whether characterized as tort, contract, equitable indemnification, or any other theory or claim.

RELATIONSHIP OF THE PARTIES Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or authority to control or direct the activities of the other or the right or authority to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other

party, unless expressly authorized in this Subaward. Neither party assumes any liability for any claims, demands, expenses, liabilities, or losses that may arise out of any acts or failures to act by the other party, its employees or agents, in connection with the performance of services under this Subaward.

CHOICE OF LAW The Subaward, any dispute, claim, or controversy relating to the Subaward and all the rights and obligations of the Parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules.

DISPUTES All disputes, claims, or controversies relating to the Subaward must be brought only in the South Carolina Court of Common Pleas for Richland County or in the United States District Court for the District of South Carolina, Columbia Division. By signing this Subaward, Subrecipient consents to jurisdiction in South Carolina and to venue pursuant to this Subaward. Subrecipient agrees that any act by DHEC regarding the Subaward is not a waiver of either sovereign immunity or immunity under the Eleventh Amendment of the United States Constitution and is not a consent to the jurisdiction of any court or agency of any other state.

DEBARMENT Subrecipient certifies that it has not been debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state, federal or local agency. This certification is a material representation of fact upon which reliance was placed when entering into this Subaward. If it is later determined that Subrecipient knowingly or in bad faith rendered an erroneous certification, DHEC may terminate the Subaward for cause in addition to other remedies available.

SERVICE OF PROCESS Subrecipient consents to service of process by certified mail (return receipt requested) to the address provided as Subrecipient's Notice Address herein, or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed effective when received.

NOTICE All notices under this Subaward may be given by personal delivery, fax or email (with confirmed receipt), or express, registered, or certified mail, FedEx or other common express delivery service, return receipt requested, postage prepaid, and addressed as indicated below (or to such other persons, addresses and fax numbers as a party may designate by notice to the other parties). Notice shall be effective when received or, if delivery by mail or other delivery service is refused, then upon deposit in the mail or other delivery service.

SUBRECIPIENT:

Name
Address
Telephone
Fax
Email

DHEC PROGRAM:

Name
Address
Telephone
Fax
Email

If any individual named above is no longer employed by the party in the same position at the time notice is to be given, and the party has failed to designate another person to be notified, then notice may be given to the named person's successor, if known, at the same address.

COMPLIANCE WITH LAWS Subrecipient shall comply with all applicable laws and regulations in the performance of this Subaward.

THIRD PARTY BENEFICIARY This Subaward is made solely and specifically among and for the benefit of the Parties, and their successors and assigns, and no other person will have any rights, interest, or claims or be entitled to any benefits under or on account of this Subaward as a third party beneficiary or otherwise.

INSOLVENCY, BANKRUPTCY, DISSOLUTION (a) Notice. Subrecipient shall notify DHEC in writing within five (5) days of the initiation of insolvency, receivership, or bankruptcy proceedings, whether voluntary or involuntary, and not less than thirty (30) days before dissolution or termination of business. Notification shall include, as applicable, the date the petition was filed, anticipated date of dissolution or closure of business, identity of the court in which the petition was filed, a copy of the petition, and a listing of all State contracts and grants against which final payment has not been made. This obligation remains in effect until completion of performance and final payment under this Subaward. (b) Termination. This Subaward is voidable and subject to immediate termination by DHEC upon Subrecipient's insolvency, appointment of a receiver, filing of bankruptcy proceedings, making an assignment for the benefit of creditors, dissolution (if an organization), death (if an individual), or ceasing to do business.

SEVERABILITY The invalidity or unenforceability of any provision of this Subaward shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect.

WAIVER DHEC does not waive any prior or subsequent breach of the terms of this Subaward by making payments on the Subaward, by failing to terminate the Subaward for lack of performance, or by failing to enforce any term of the Subaward. Only the DHEC Federal Grant Compliance Director has actual authority to waive any of DHEC's rights under this Subaward. Any waiver must be in writing.

PLACE OF CONTRACTING This Subaward is deemed to be negotiated, made, and performed in the State of South Carolina.

ATTACHMENTS/ADDENDA Attachments, addenda or other materials attached to the Subaward are specifically incorporated into and made part of this Subaward. Attachments include:

- Source of Funding (SOF)
- Budget
- FFATA Checklist
- DHEC Overview of State of SC Travel Reimbursement Policies for Vendors and Subrecipients
- Subaward Invoices and Supporting Documentation

CONFLICT OF INTEREST Subrecipient, as a non-Federal entity, must comply with 2 CFR §200.112 and §200.318 (c) (1). Subrecipient must comply with conflict of interest policies of the federal awarding agency and must disclose in writing any potential conflicts of interest to DHEC in accordance with applicable federal awarding

agency policy. Subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its 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 a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Subrecipient's officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by Subrecipient's officers, employees, or agents.

If Subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, Subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, Subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

The non-Federal entity may not earn nor keep any profit resulting from Federal financial assistance.

PREVENTING AND REPORTING, FRAUD, WASTE AND ABUSE DHEC has procedures and policies concerning the prevention and reporting of fraud, waste and abuse (FWA) in agency-funded programs, including but not limited to those funded by federal grants such as Medicaid. No agency employee, agent, grantee or contractor shall direct, participate in, approve, or tolerate any violation of federal or state laws regarding FWA in government programs.

Federal law prohibits any person or company from knowingly submitting false or fraudulent claims or statements to a federally funded program, including false claims for payment or conspiracy to get such a claim approved or paid. The False Claims Act, 31 U.S.C. §3729-3733, and other "whistleblower" statutes include remedies for employees who are retaliated against in their employment for reporting violations of the Act or for reporting fraud, waste, abuse, or violations of law in connection with federal contracts or grants, or danger to public health or safety. Under State law, persons may be criminally prosecuted for false claims made for health care benefits, for Medicaid fraud, for insurance fraud, or for using a computer in a fraud scheme or to obtain money or services by false representations. Additional information regarding the Federal and State laws prohibiting false claims and DHEC's policies and procedures regarding false claims may be obtained from DHEC's Grant Compliance Director or Bureau of Business Management.

Any employee, agent, or contractor of DHEC who submits a false claim in violation of federal or State laws will be reported to appropriate authorities.

If Subrecipient or Subrecipient's agents, grantee or employees have reason to suspect FWA in DHEC programs, this information should be reported in confidence to DHEC. A report may be made by writing to the Office of Internal Audits, DHEC, 2600 Bull Street, Columbia, SC 29201; or by calling the DHEC Fraud, Waste and Abuse Hotline at 803-896-0650 or toll-free at 1-866-206-5202. Subrecipient is required to inform Subrecipient's employees of the existence of DHEC's policy prohibiting FWA and the procedures for reporting FWA to the

agency. Subrecipient must also inform Subrecipient's employees, in writing, of their rights and remedies under 41 U.S.C. §4712 concerning reporting FWA or violations of law in connection with federal contracts or grants, or danger to public health or safety, in the predominant native language of the workforce.

OTHER REPRESENTATIONS OF SUBRECIPIENT Subrecipient represents and warrants:

(a) Subrecipient has the professional, technical, logistical, financial, and other ability to perform its obligations under this Subaward.

(b) Subrecipient's execution and performance of this Subaward do not violate or conflict with any other obligation of Subrecipient.

(c) Subrecipient has no conflict of interest with its obligations under this Subaward.

(d) Subrecipient has not initiated or been the subject of insolvency, receivership, or bankruptcy proceedings, whether voluntary or involuntary, within the last seven years.

(e) Subrecipient has not previously been found in breach or default of any government contract or grant and is not the subject of any investigation (to its knowledge) or pending litigation for breach or default of any government contract, grant, or subaward, except as disclosed in Exhibit **Enter exhibit reference**.

(f)

Subrecipient is a **Select: Corporation, Limited Liability Company, or Other** duly organized, validly existing and in good standing under the laws of **Enter location** and authorized to transact business in South Carolina, with full power and authority to execute and perform its obligations under this Subaward.

LOBBYING Contractors and Grantees, including subcontractors, sub grantees, and subrecipients who receive federal funds pursuant to this agreement, are prohibited from using any of the federal funds to engage in lobbying activities, and must adhere to applicable statutes and regulations as a condition of receiving the federal funds. These prohibited activities include both direct and "grass roots" lobbying at the federal, state, and local levels, legislative and executive functions.

No part of any grant or contract funds will be used to pay the salary or expenses of any person related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government. This prohibition shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

31 U.S.C. § 1352 certification (45 CFR Part 93).

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

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 or employee of any 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.

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, an officer or employee of Congress, or an 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.

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. NOTE: These amounts are adjusted annually for inflation at 45 CFR part 102. 2020 amounts are \$20,489 and \$204,892.

The parties to the Subaward hereby agree to any and all provisions of the Subaward as stipulated herein.

SUBRECIPIENT

BY: _____ DATE: _____

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL – BUREAU DIRECTOR

BY: _____ DATE: _____

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL - CONTRACTS

BY: _____ DATE: _____

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL - FINANCE

BY: _____ DATE: _____

ATTACHMENT I

SUBAWARD SOURCE OF FUNDING

DRAFT

SUBAWARD SOURCE OF FUNDING (SOF) # 1

- (1) Subaward #: _____ (2) Subaward Amendment #: N/A
- (3) Subrecipient Name: _____
- (4) Subrecipient's Unique Entity Identifier (DUNS #): _____
- (5) Grant Award Title: _____
- (6) Federal Award Identification Number (FAIN): _____ (7) FAIN Date: _____
- (8) Primary Grant Project Period Start Date: _____ End Date: _____
- (9) Subaward Project Period Start Date: _____ End Date: _____
- (10) Current Subaward Period of Performance Start Date: _____ End Date: _____
- (11) Amount of Federal Funds Obligated by this Action: \$ _____
- (12) Prior Periods Obligated: \$ _____ (13) Obligated Total: \$ _____
- (14) Total Amount of Federal Award Committed to the Subrecipient: \$ _____

(15) Federal Award Project Description:

Program or Finance Copy from SOF

- (16) Federal Awarding Agency: _____
- (17) Passthrough Entity: South Carolina Department of Health and Environmental Control
- (18) CFDA #: _____ (19) CFDA Title: _____
- (20) Is the Subaward Research and Development? Yes No

(21) DHEC's Federally Negotiated Rate at time of Grant Award % (NOT TO BE USED BY SUBRECIPIENT)

(22) Subrecipient's Indirect Cost: Federally Negotiated Rate* % **De minimis No Indirect

*A copy of the approved federally negotiated rate agreement must be submitted to DHEC prior to 1st payment.

** A detailed breakdown of the various cost elements that constitute the MTDC must be submitted to DHEC prior to 1st payment

SUBAWARD SOURCE OF FUNDING (SOF) # 1

(23) Passthrough Entity (DHEC) Contact Information

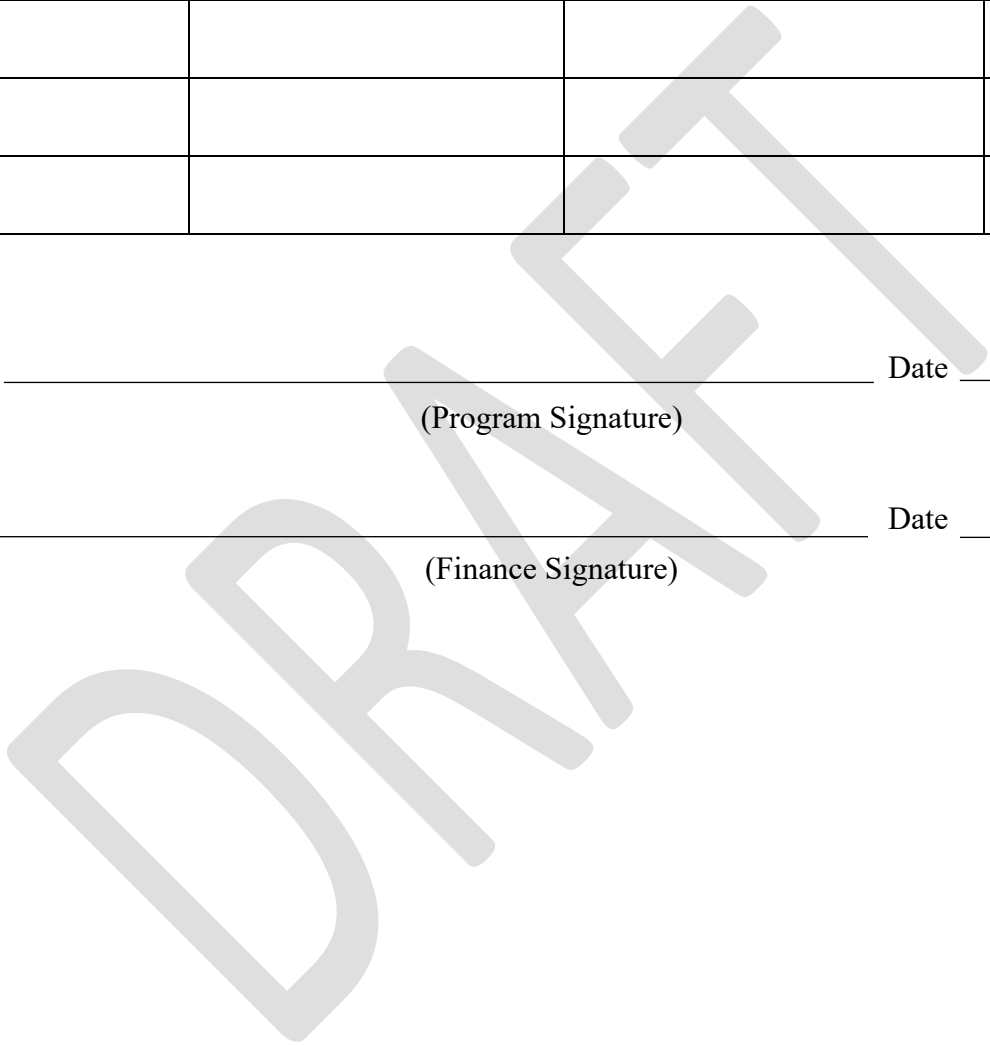
NAME	ADDRESS	EMAIL	PHONE NUMBER
Finance Director	2600 Bull Street Columbia, SC 29201-1708	GrantsMgt@dhec.sc.gov	N/A

Prepared by _____ Date _____

(Program Signature)

Prepared by _____ Date _____

(Finance Signature)



ATTACHMENT III

FFATA

DRAFT

FFATA DATA CHECKLIST FOR SOURCE OF FUNDING (SOF) # _____

Primary Grant Award / Passthrough Entity Data

- (1) Subaward System Generated (2) Subaward Amendment System Generated
(2) CFDA # and Title _____
(3) Federal Awarding Agency _____
(4) Grant Award Title _____
(5) Grant Award Date _____ (6) Federal Award Identification Number (FAIN) _____
(7) Total Grant Award Amount \$ _____ (8) DHEC Unique Entity Identifier (DUNS #) 80 8385892
(9) DHEC Principal Place of Performance 2600 Bull Street, Columbia, SC 29201-1708

(10) Federal Award Project Description

Program or Finance Copy from SOF

Subaward / Subrecipient Data

- (11) Subrecipient Name Subrecipient
(12) Subrecipient DBA Name Subrecipient
(13) Subrecipient Unique Entity Identifier (DUNS #) Subrecipient
(14) Subrecipient Address (include zip +4 digits) Subrecipient
Subrecipient
(15) Subaward Date System Generated (16) Subaward Amount (must be >=\$25,000) \$ Copy from SOF
(17) Subaward Principal place of Performance Subrecipient
(18) Subaward Area of Benefit (congressional districts) Subrecipient

(19) Subrecipient Parent Unique Entity Identifier (DUNS #) Subrecipient

FFATA DATA CHECKLIST: EXECUTIVE COMPENSATION

(20) Did the Subrecipient organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year: 80% or more of its annual gross revenues in U.S. Federal Contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Yes No **Subrecipient**

(21) Did the Subrecipient organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year: \$25 million or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Yes No If the answer to question 1 and question 2 are both NO, this questionnaire is complete, otherwise continue to question 3. **Subrecipient**

(22) Does the public have access to information about the compensation of senior executives of the subrecipient organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under the Securities Exchange Act of 1934 or the Internal Revenue Code of 1986? Yes _____ No _____ If yes, questionnaire is complete, otherwise list the names and compensation of the Subrecipient's five most highly compensated officers. **Subrecipient**

List the names and total compensation of the five most highly compensated officers of the subrecipient/contractor as listed in the subrecipient's System for Award Management profile, as applicable.

NAME	TOTAL COMPENSATION
1. Subrecipient	
2. Subrecipient	
3. Subrecipient	
4. Subrecipient	
5. Subrecipient	

Subrecipient Completed by: Subrecipient

ATTACHMENT IV

**DHEC OVERVIEW OF STATE OF SC TRAVEL REIMBURSEMENT POLICIES FOR VENDORS
AND SUBRECIPIENTS**

(Mileage Rates to be Updated Annually)

DRAFT

Overview of State of SC/DHEC Travel Reimbursement Policies for Vendors & Subrecipients

Updated June 2019

Rates Updated January 2021

Non-state employees, including sub-recipients, who are on official, approved travel status for DHEC related-business AND whose contract with DHEC states specifically that they follow the State travel reimbursement policies follow the same State/DHEC travel reimbursement policies that State employees follow. And they must provide the same documentation and receipts that a state employee would provide.

DHEC and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and DHEC travel reimbursement policies. This overview is not a substitute for reading and understanding the full travel reimbursement policies in the DHEC Travel Manual. Please see the manual for more detailed information.

Note that if a non-state employee is traveling from out-of-state to SC while on official, approved travel status for DHEC related-business, all of the trip's reimbursable expenses are processed as in-state and the meals follow the State of SC's in-state rates. If a non-state employee travels from SC to out-of-state while on official, approved travel status for DHEC related-business, all of the trip's reimbursable expenses are processed as out-of-state and the meals follow the State of SC's out-of-state rates.

A. TRAVEL REIMBURSEMENT DOCUMENTATION REQUIREMENTS:

1. **DHEC 103 Manual Travel Expense Report:** A DHEC manual travel expense report is available upon request in PDF and Excel formats. The vendor must complete a DHEC 103 Manual Travel Expense Report or comparable form and must include the following information:
 - the itemized expenses for each day
 - the departure time from home or office for the first day of their trip
 - the arrival time to home or office for the last day of their trip
 - signature for the vendor's traveling employee
 - signature for the DHEC supervisor involved with the vendor's project
2. **DHEC 104 Out-of-State Travel Form:** This form is required to be completed if DHEC is reimbursing or paying travel expenses for DHEC-related business conducted outside of the State of South Carolina.
3. **DHEC 178 Travel Log:** Optional, available tool for the traveler to keep track of their travel expenses.
4. **Receipts:**
 - Itemized, paid receipts are required for the following types of expenses:
 - **LODGING:** Must show hotel name, hotel address, name of room occupant, dates of stay, amount charged for nightly rate, taxes and fees, and total amount due. When reimbursing the employee, the hotel invoice must show a zero balance to support reimbursing the employee.
 - **AIRFARE:** Must show airfare rate/charges and flight itinerary. Airline baggage fees are reimbursable and require receipt.
 - **OTHER TRANSPORTATION** such as major buses, Amtrak and rental cars. Taxis, subways, metro, etc., do not require receipt; however, please explain amounts on travel form.
 - **MISCELLANEOUS EXPENSES**, such as the following, purchased for DHEC-related business use while on travel status:
 - parking,
 - telephone calls,
 - internet/wi-fi access,
 - gasoline for rental or State cars. Receipt must include vehicle tag number. (Considered Misc Travel Expense but uses 5031530000 Gasoline GL code),

- faxes,
- maps, and other supplies
- **REGISTRATION FEES.** Must include paid registration receipt showing event name, dates, amount paid, and an agenda showing if meals are included in fee or not.
- Receipts are NOT required for the following reimbursable travel expenses:
 - Regular meal receipts at or below State allowances and not included in registration fees are not required.
 - Tolls, taxi, subway, airport shuttle, metro, and portorage (mandatory charge for carrying bags in/out of hotel, NOT a tip).

B. OVERVIEW OF MOST COMMON TRAVEL EXPENSES:

1. MILEAGE:

- Mileage is only reimbursed when driving their own car. Mileage is not reimbursed for using a rental car.
- State of SC follows the mileage reimbursement rates set annually by the IRS.

MILEAGE TYPE	Reimbursement Rate* for travel dates	
	1/1/2020 TO 12/31/2020	1/1/2021 TO 12/31/2021
REGULAR MILES	\$0.575 per mile	\$0.56 per mile
REDUCED MILES	\$0.535 per mile	\$0.52 per mile

**Rate published by the Office of the Comptroller General. Rate may change annually on Jan 1.*

2. MEALS:

- Must be at least 10 miles from their assigned headquarters and residence on official, approved travel status for DHEC-related business for DHEC to reimburse for meals.
- **DHEC follows the State of SC meal reimbursement rates, NOT the Federal GSA meal and incidental rates.**
- Meals for non-state employees who are on official, approved travel status for DHEC-related business are reimbursable ONLY at the State daily allowable meal amounts.
- **DAILY MEAL ALLOWANCE RATES**

	TRIP DATES ON OR BEFORE JUNE 30, 2019		TRIP DATES ON OR AFTER JULY 1, 2019		Departure from home or HQ	Arrival back to home or HQ
	In-State	Out-of-State	In-State	Out-of-State		
DAILY Breakfast	\$6.00	\$7.00	\$8.00	\$10.00	prior to 6:30 am	after 11:00 am*
Lunch	\$7.00	\$9.00	\$10.00	\$15.00	prior to 11:00 am	after 1:30 pm
Dinner	\$12.00	\$16.00	\$17.00	\$25.00	prior to 5:15 pm	after 8:30 pm
Maximum	\$25.00	\$32.00	\$35.00	\$50.00	prior to 6:30 am	after 8:30 pm

**The time limitation for breakfast will not apply for overnight trips with early morning returns.*

- The travel expense report must include the departure time from home or headquarters for the first day of the trip and the arrival time back to home or headquarters for the last day of the trip.
 - For the first day of the trip, they would use the Departure column in the table above to decide which meals they are eligible for based on their departure time. For example, they must depart home or HQ before 6:30am on the first day to be eligible for breakfast reimbursement.

- For the middle days of the trip, times are not required, and they receive the maximum in-state or out-of-state daily amount for meals, if meals are not included already in a registration or hotel stay.
- For the last day of the trip, they would use the Arrival column in the table above to decide which meals they are eligible for based on their arrival time. For example, they must arrive back at home or HQ after 8:30pm on the last day to be eligible for dinner reimbursement.
- Meals for one-day trips (no overnight stay) follow the same daily allowable amounts listed above but they follow special rules for reimbursement eligibility.
 - One Day Trip (No Overnight Stay and Meal NOT Included with Registration). In most cases, one-day meals are NOT reimbursable. If the employee has a one-day trip with no overnight stay, meals are not reimbursable unless they are at least 10 miles from headquarters and residence AND meet these other requirements:
 - Dinner is reimbursable only if the employee leaves headquarters before 5:15 pm and returns after 10:00 pm.
 - Breakfast and lunch are not reimbursable for one-day trips unless the employee has written Bureau Director approval AND follows the departure and arrival times for both meals.
 - Meals already paid as part of a registration fee are not reimbursable to the employee.
 - Any meals claimed for a one-day trip are subject to income tax, except for non-optional meals included in registration fees. Please talk with your tax consultant regarding any reporting requirements.
- If the non-state employee attends a conference or meeting where the registration fee includes a meal, then the non-state employee is not reimbursed for that meal, unless a valid, written justification is provided to explain why they couldn't participate in the meal.
 - Meals Included with Registrations:
 - If an employee is requesting reimbursement for a registration fee they paid that includes a meal(s) (breakfast, lunch, or dinner; NOT a continental breakfast or “reception”), State policy requires that meals included in registration fees at no option be separated from the total amount of the registration fee and claimed as a meal at the State rate on the travel document. This does not result in any loss of reimbursement to the employee, but is simply a matter of accounting.
 - If a meal is included in a direct bill registration fee or lodging fee, the employee should not claim additional reimbursement unless the employee is unable to eat the included meal and pays for a substitute meal out-of-pocket. The claim will be restricted to the same rates as any other meal reimbursement.
- If the hotel provides a hot breakfast (including a hot protein like eggs, bacon, etc.; does not include a “continental” breakfast) as part of the hotel rate, they do not receive a separate breakfast reimbursement. They only receive a breakfast reimbursement if they pay for breakfast out of their own pocket and it meets the time-of-day restrictions for the meal reimbursements.

3. LODGING:

- Must be at least 50 miles from their assigned headquarters and residence on official, approved travel status for DHEC-related business for DHEC to reimburse or pay hotel direct bill for overnight accommodations.
- Paid lodging "folio" receipt showing nightly rate is required for reimbursement.
- **State of SC agencies follow the official GSA maximum lodging rates, available at GSA.gov.** The nightly rate before taxes charged by the hotel must be at or below the GSA max lodging rate. The GSA max lodging rate is before taxes. Taxes on the GSA max lodging rate are reimbursable.

- Be aware that some hotels may say they have a "government" or "special" rate, but it may still be higher than the official GSA max lodging rate. State of SC only acknowledges the official GSA max rate.
4. **AIRFARE:** When making airline reservations, whoever makes the reservation should secure the most cost- efficient flight, taking advantage of any cost savings that may be available at the time of travel. In accordance to State policy, "State agencies and employees shall select air carriers based on cost and time criteria, not on whether frequent flyer premiums are given. First class and business class airlines tickets are not allowed." The employee must fly at the lowest rate available and any extras will be at the employee's cost.
- Itemized airfare receipt is required showing entire itinerary.
 - Baggage fee is reimbursable and baggage receipts must be included with travel reimbursement claim.
 - Any charges for flight changes must include an explanation/justification. Charges for flight changes can only be reimbursed if there is a cost benefit to Agency to change the flight.
5. **RENTAL CAR:** If the non-state employee drives a RENTAL CAR while on official, approved travel status for DHEC-related business, then the mandatory, non-optional expenses on the rental company's invoice can be paid.
- Requires paid receipt.
 - In addition to the fee to rent the car, the rental company may also charge for mileage used while the car is rented, where they check the rental car's odometer before and after the trip. If that is on the rental company's bill, DHEC can pay that.
 - Optional items can NOT be paid or reimbursed by DHEC.
 - DHEC can NOT reimburse the non-state employee for personal-car mileage at the current IRS mileage rates when a rental car is used instead of a personal car.
 - DHEC can reimburse the non-state employee for gasoline for the rental car during the rental period. The gas receipt or credit card statement showing the expense must be provided WITH the rental car's license plate number written on the receipt. Note that the rental car license plate often appears on the rental car receipt or contract. Gas for a rental or State car is considered a Misc. Travel Expense but uses 5031530000 Gasoline GL code.
6. **TAXI, AIRPORT SHUTTLE, AND METRO:** These three types of "other transportation" do NOT require receipts but are reimbursable. If they do have the paid receipt, it is nice to see it with the travel reimbursement, but again, the receipt is not required for these. Tips are NOT reimbursable.
7. **TOLL ROADS:** Reimbursable but receipts are NOT required.
8. **TIPS VS. PORTERAGE:** Tips are NOT reimbursable. Porterage, a mandatory charge for carrying bags in/out of a hotel, is reimbursable and does NOT require a receipt.
9. **MISCELLANEOUS TRAVEL EXPENSES:**
- Reimbursed with a paid receipt:
 - parking fees,
 - gas for rental or State car (with car license plate number written on receipt) (considered a Misc Travel Expense but uses 5031530000 Gasoline GL code),
 - internet/wifi access for business use,
 - hotel safe fees for business use,

- phone calls for business use.
- Reimbursed but do not require a receipt:
 - tolls,
 - portage (charge for carrying bags in/out of hotel-- NOT A TIP).

DRAFT

ATTACHMENT V

SUBAWARD INVOICES AND SUPPORTING DOCUMENTATION

DRAFT

SUBAWARD INVOICES AND SUPPORTING DOCUMENTATION

PREFACE

The Subrecipient is responsible for the efficient and effective administration of the federal subaward through the application of sound management practices. The Subrecipient is responsible for administering federal funds in manner consistent with the underlying agreements, program objectives, and the terms and conditions of the federal award. The Subrecipient is responsible for understanding and maintaining compliance with 2 CFR 200 “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.”

A. SUPPORTING DOCUMENTATION REQUIREMENTS:

This document is intended as a guide to the appropriate supporting documentation for subrecipient expenditures. This document applies to all federal subawards. Federal grantors often impose more specific, detailed and/or restrictive documentation requirements on the Agency. Based on the funding source of the subaward, DHEC may require additional documentation that is not addressed in this guide. Please refer to the “Method of Payment” section of your subaward for additional details if applicable.

All expenditures and financial transactions must be supported by documentation that supports why the transaction is allowable for grant purposes. Accounting records must trace back to source documentation. Subrecipients should design a system to organize, group, submit and retain the related information for each grant and activity. DHEC can and will audit records at any time.

1. DOCUMENTATION MUST DEMONSTRATE THAT COSTS ARE:

- Reasonable, allocable, and allowable
- Within grant limits
- Treated consistently
- Determined in accordance with Generally Accepted Accounting Principles (GAAP) and the applicable OMB cost principles.

2. RETENTION AND AVAILABILITY:

Supporting documentation must be retained by the Subrecipient for the entire retention period indicated in the subaward.

Supporting documentation is required as an attachment to the invoice dependent upon the individual circumstances of the subrecipient, the category of expenditure or other condition(s) cited in the subaward.

Additional supporting documentation may be requested by DHEC at any time during the subaward period of performance and retention period as a whole. **Documentation must be readily available upon request.**

3. EXAMPLES OF SUPPORTING DOCUMENTATION: Supporting documentation includes but is not limited to the following:

- Paid receipts
- Canceled checks or check & payment registers from Subrecipient’s financial management system
- Travel logs
- Hotel/motel folios
- Journal entries
- Training or other event attendance rosters
- Time and attendance activity reports

- Payroll time sheets completed by employee and signed by supervisor
- Performance reports
- Payroll registers indicating the employee’s name, dates, hours and costs charged to the grant
- Credit Card Statements
- Depreciation/amortization schedules
- Cost allocation plans
- Detailed audit reports including auditor’s comments and corrective action plans
- 2nd tier subawards
- Contracts with and invoices from vendors or other service providers
- Policies and procedures
- Personnel position descriptions

B. PROCEDURES FOR SUBMITTING INVOICES:

Reimbursement will be for actual allowable costs incurred and must be consistent with the approved budget incorporated into the subaward. Only expenditures obligated during the subaward period of performance can be submitted for reimbursement. Depending on the unique nature of services for a particular subaward, payments to individuals must be in the form of a check or direct deposit. No cash transactions to individuals will be reimbursed.

The invoice and any required supporting documentation should be submitted by funding source. The preferred method of submission is via email as a PDF or similar formatted attachment. The invoice must be clean and readable with all protected health information redacted.

The invoice must include:

- Subaward document number
- Subrecipient name and remittance address
- Billing period
- Funding source for which reimbursement is being requested
- If the subaward contains multiple sources of funding a separate invoice for each funding source must be submitted.
- A brief description of the Scope of Services
- An itemized listing of expenses incurred by budget category with the total amount clearly stated
- If salary or fringe benefit reimbursement is being requested, please specify the payroll periodicity such as “1st thru 16th” or “once every two weeks”.

1. INSTRUCTIONS FOR SPECIFIC BUDGET CATEGORIES

The level of detailed documentation may vary based on your risk assessment and past history.

- a. SALARIES: All salaries must be supported by a time and attendance system which accurately reflects the time employees spend on federal grant activities. At the beginning of your grant period, the first invoice for reimbursement of salary expenses must demonstrate how the expense was calculated. Subsequent invoices may not require this demonstration unless specifically requested.

Example: Employee #1 has an annual salary \$72,000 and is paid semi-monthly (twice a month or 24 times a year)

Employee #1 works full time for the federal program with no other funding

Monthly Invoice: Employee #1 payroll $\$72,000/24 = \$3,000$ paid on 1st and 16th = \$6,000

Employee #2 has an annual salary \$72,000 and is paid semi-monthly (twice a month or 24 times a year)

Employee #2 works part of the time (40%) for the federal program and is split funded

Monthly Invoice: Employee #2 payroll $\$72,000/24 = \$3,000 * 40\% = \$1,200$ paid on 1st and 16th = \$2,400

The Subrecipient must monitor each employee's time spent on federal grant activities to assure all final expenses are within the limits of the approved budget. By the end of the federal subaward period of availability, the value of the time must be reconciled with the invoiced expenses and approved budget. If an employee's final federal payroll exceeds the value of the time reported, the difference MUST be returned to DHEC.

- b. FRINGE BENEFITS, PAYROLL TAXES, ETC.: The Subrecipient is responsible for maintaining cost documentation related to health insurance, state and federal withholdings and any other benefits paid. At the beginning of your grant period, the first invoice for reimbursement of fringe benefit expenses must demonstrate how the expense was calculated. Subsequent invoices may not require this demonstration unless specifically requested.

Example: Employee #1 monthly payroll = \$6,000, FICA = 6.2% of payroll + Medicare = 1.45% for a total of 7.65%

Employee #1 works full time on the federal program with no other split funding

Monthly Invoice: Employee #1 payroll $\$6,000 * 7.65\% = \459

Example: Employee #2 is split funded and only works 40% for the federal program

Health Insurance premium per employee per month = \$600

Monthly Invoice: Employee #2 $\$600 * 40\% = \240

The Subrecipient must monitor each employee's time spent on federal grant activities to assure all final expenses are within the limits of the approved budget. By the end of the federal subaward period of availability, the value of the time must be reconciled with the invoiced expenses and approved budget. If an employee's final federal payroll exceeds the value of the time reported, the pro-rata share of fringe benefits MUST be returned to DHEC.

- c. TRAVEL: Reimbursement of travel expenses, including mileage and subsistence (meals), will be limited to the standard rates for State employee travel in effect during the period of availability for the subaward. All rates are subject to the Office of the Comptroller General's policies and procedures in effect for the calendar year and are subject to change. The standard rates for mileage and subsistence can be found on the following website <https://www.cg.sc.gov/guidance-and-forms-state-agencies/travel-forms-and-mileage-rate>.

All requests for travel mileage reimbursement must include the following documentation with the invoice.

- Employee name
- Employee headquarters (work address)

- Date(s) of the travel
- Destination (address)
- Reason for the visit
- Parking fees if applicable
- Miles traveled
- Mileage reimbursement rate (must not exceed SC State employee reimbursement rate)
- Total reimbursement requested

All requests for travel subsistence (food) reimbursement must include the following documentation with the invoice.

- Employee name
- Employee headquarters (address)
- Destination (address)
- Date and time of departure from official headquarters or home
- Date and time of arrival to destination
- Date and time of return to official headquarters or home
- Total reimbursement requested

Reimbursement for room and board will be at the established federal General Services Administration (GSA) rate (before taxes are applied) or below for the area of travel. All rates are subject to seasonal fluctuations and must be verified prior to making each reservation. The standard GSA rates for hotels can be found on the following website <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

All requests for travel lodging reimbursement must include the following documentation with the invoice.

- Employee name
- Employee headquarters (address)
- Destination (address)
- Date(s) of the travel
- Hotel/Motel folio showing zero balance owed
- Total "Paid" reimbursement requested

- d. ALL OTHER OPERATING EXPENDITURES: For all other operating expenses, please submit a copy of the appropriate source document with the invoice. Refer to the "Examples of Supporting Documentation" listed above.
- e. INDIRECT COST: In the event the Subrecipient charges indirect cost, the following must be submitted:
- For federally approved negotiated rates, a copy of the indirect cost rate agreement must be submitted to DHEC upon execution of the subaward. If a copy has not been received, reimbursement cannot be completed. At the beginning of your grant period, the first invoice for reimbursement of indirect cost must demonstrate how the expense was calculated. Subsequent invoices may not require this demonstration unless specifically requested.

Example: Labor base monthly payroll = \$6,000, indirect cost rate = 19.75%
 Monthly Invoice: Payroll \$6,000 * 19.75% = \$1,185

- For Subrecipients using the 10% de minimis rate, at the beginning of your grant period, the first invoice for reimbursement of indirect cost must demonstrate how the expense was calculated. Subsequent invoices do not require this demonstration.

Example: Monthly Invoice: De minimis MTDC * 10% = \$59,200

MODIFIED TOTAL DIRECT COST (MTDC)			
BUDGET LINE ITEM	MONTHLY		MTDC ELIGIBLE
	DIRECT COST	UNALLOWABLE COST	
Direct Salaries	450,000		450,000
Fringe Benefits	60,000		60,000
Travel	15,000		15,000
Equipment (non capitalized)	7,000		7,000
Equipment (capitalized)	12,000	-12,000 *1	0
Subawards	65,000	-40,000 *2	25,000
Supplies	35,000		35,000
Capital Expenditures	150,000	-150,000 *3	0
Rent	5,500	-5,500 *4	0
	799,500	-207,500	MTDC = 592,000
		Deminimis 10%	59,200
*1 Capitalized equipment >= \$5,000 is unallowable for purposes of indirect cost			
*2 Only the first \$25,000 is eligible for purposes of indirect cost			
*3 Rent is unallowable for purposes of indirect cost			
*4 Capital expenditures are unallowable for purposes of indirect cost			

- f. JOURNAL ENTRIES: In the event the Subrecipient's accounting records must be adjusted via journal entry, DHEC requires a written explanation as to the reason why it was done and a reconciliation with previously paid expenses if applicable.

For any journal entry that reduces the cost of a previously reimbursed expenditure, the resulting cash balance must be returned to DHEC. The return amount cannot be used to offset other expenditures.

For any journal entry that transfers previously posted cost to the federal subaward, the journal entry must be included on the monthly invoice.