



# South Carolina Office of Resilience – Disaster Recovery Division

## CDBG-DR Mitigation Stormwater Infrastructure Program

### Subrecipient Application

**Mail To:** Mitigation Department  
South Carolina Office of Resilience  
632 Rosewood Drive, Columbia, South Carolina 29201

**Email To:** [MITIGATION@SCOR.SC.GOV](mailto:MITIGATION@SCOR.SC.GOV)

Instructions: All fields within the application are expandable as needed. Please be as thorough as possible in your explanations. *This application is not to be filled out by individuals. Only Units of General Local Governments (counties and incorporated cities/towns) may apply. Completion of this application does not guarantee approval.*

## SUBRECIPIENT ROLES & RESPONSIBILITIES

Approved SCOR Grant Subrecipients will assume the responsibility of managing SCOR grant projects in accordance with all applicable federal and state program policies and regulations. The SCOR Mitigation Department's responsibility will be limited to funding and monitoring the Subrecipient's implementation, execution, and completion of approved projects within the agreed upon timeframe and budget. The Mitigation Department will provide Technical Assistance as needed.

The responsibilities of approved Subrecipients vary from program to program. However, Subrecipient responsibilities generally include, but are not limited to:

- Comply with the Mitigation Subrecipient Manual
- Develop and implement Citizen Outreach
- For HUD-funded projects, identify eligible mitigation projects
  - Must be in a HUD-identified Most Impacted and Distressed (MID) areas; or
  - Must be in a State-identified Most Impacted and Distressed (MID) areas; and
  - Must meet an eligible HUD National Objective;
  - Must be in a Floodplain or SCOR designated Risk Reduction Area;
  - Meet Low-to-Moderate Income requirement
- Procure projects in compliance with State Standards outlined in the Subrecipient Manual
- Publish all required documentation to Subrecipient's website
- Complete mandated environmental reviews
- Complete Benefit Cost Analysis
- Identify and document Low-and-Moderate Income (LMI) for project service area
- Develop and adhere to approved project budgets and timelines
- Maintain detailed records for each project
- Monitor and audit projects
- Approve, audit, and inspect all project work and payments
- Project/Construction Management
- For Buyout projects,
  - Provide Disaster Case Management to property owners (Housing Buyout projects)
  - Verify property ownership (Housing Buyout projects)
- Comply with and oversee adherence to all applicable URA Requirements
- Verify and account for Duplication of Benefits
- Comply with and oversee adherence to Section 3 requirements
- Comply with and oversee adherence to all applicable labor and fair wage laws
- Record all contracts, restrictive covenants, and transfer of deeds
- Submit Monthly Progress Reports and Quarterly Progress Reports to SCOR



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Applicant Information			
<input type="checkbox"/> <b>Municipal Government</b>	<input type="checkbox"/> <b>County Government</b>	<input type="checkbox"/> <b>State Agency</b> (Not eligible to apply for Infrastructure Projects)	<input type="checkbox"/> <b>Other:</b>
<b>Government Entity Name:</b>			<b>Unique Entity Identifier:</b>
<b>Address:</b>			<b>County:</b>
<b>Primary Point of Contact Name and Title</b>		<b>Email Address</b>	<b>Phone Number</b>
<b>Secondary Point of Contact Name and Title</b>		<b>Email Address</b>	<b>Phone Number</b>

SCOR grant funding is a competitive process. Applications for Subrecipient status and project applications will be evaluated to determine eligibility, necessity, cost effectiveness, and geographic equity. Approved SCOR grant Subrecipients will assume the responsibility of managing SCOR grant projects in accordance with federal and state program policies and regulations.

The Mitigation Department's responsibility will be limited to funding and monitoring the Subrecipient's implementation, execution, and completion of approved projects within the agreed upon timeframe and budget. The Mitigation Department will provide Technical Assistance as needed.

SCOR Grant-Funded Programs
(Applicant must apply to be a Subrecipient for each program and project for which they are applying. Please indicate below both the program and the project this Subrecipient application is for.)
<b>SCOR CDBG-DR (MIT Set-Aside):</b>
<input type="checkbox"/> Infrastructure
<input type="checkbox"/> Plans and Studies
<b>Proposed Project Title(s)</b> <i>Please complete and submit a project specific application for each program and project area.</i>

**NOTE:** Approved **CDBG-DR Mitigation Funds Match** applicants are Subrecipients for the Match project by the nature of the program requirements. If interested in the CDBG-DR Mitigation Funds Match program, please complete the CDBG-DR MIT Funds Match application.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



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## **Data & Supporting Documents**

### **Background and Program Experience** (Attachments are acceptable)

Length of time the agency has been in operation:

Describe the agency's purpose and type of services provided:

If applicable, describe current or previous Subrecipient experience:

If applicable, what is the status of the applicant's FEMA-approved Mitigation Plan?

If the agency has liability insurance coverage, provide the amount of coverage and with what insuring agency:

### **Provide the following documents:**

- Certification of Good Standing with the State
- State and Federal Tax Exemption Determination Letters (if applicable)
- List and status of current/ongoing applications with other State or Federal programs for this project



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## Data & Supporting Documents

### Personnel/Staff Capacity (Attachments are acceptable)

Attach an organizational chart and describe the applicant's existing staff positions, qualifications, and its capacity to manage SCOR grant-funded activities:

Does the agency have a personnel policy manual with an affirmative action plan and grievance procedure?

Yes ☐

No ☐

List the applicant's current board of directors or other decision-making body of the entity. The list must include names, telephone numbers, addresses, occupation or affiliation of each member, and must identify the principal officers of the decision-making body:

### Financial Capacity (Attachments are acceptable)

Describe the applicant's current accounting system, operating budget, and itemizing revenues and expenses. Identify commitments for ongoing funding as well as the proposed stormwater infrastructure project(s).

Does your agency have a current audit process in place?

Yes ☐

No ☐

### Provide the following documents:

- Annual Financial Statements
- Most recent Independent Audit
- Procurement Process and Policy Manual



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**Community Needs Assessment – Description of the Need**

In this section, provide descriptions of the need and/or project(s). Descriptions should include the cause of the damage, current condition of the area, and a detailed description of the stormwater infrastructure project(s) being considered for approved Subrecipient implementation, execution, and completion. Attachments are acceptable.

Describe the number and characteristics of clients served:

What is the Low- to Moderate Income (LMI) percentage for the County/City/Town Project Areas:

List the HUD CDBG-DR National Objectives the planned projects would address:

Describe how you would monitor progress in implementing the program:

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**