

SECTION I - TITLE PAGE

Part IA – Statement of Minimum Qualifications	
RFQ Title:	Federal Grant Development and Management
RFQ:	3435
Vendor Name:	eCivis, Inc.
Address:	418 Fair Oaks Avenue, #301, Pasadena, CA 91103
Opening Date:	May 18, 2017
Opening Time:	2:00 PM



eCIVIS

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SECTION III - VENDOR INFORMATION SHEET FOR RFQ 3435

V1	Company Name	eCivis, Inc.	
V2	Street Address	418 N. Fair Oaks Avenue #301	
V3	City, State, ZIP	Pasadena, CA 91103	
V4	Telephone Number		
	Area Code: 877	Number: 232-4847	Extension:
V5	Facsimile Number		
	Area Code: 626	Number: 628-3232	Extension:
V6	Toll Free Number		
	Area Code: 877	Number: 232-4847	Extension: 5363
V7	Contact Person for Questions / Contract Negotiations, including address if different than above		
	Name: Ryan Baird		
	Title: Executive Director		
	Address: Same as above		
	Email Address: rbaird@ecivis.com		
V8	Telephone Number for Contact Person		
	Area Code: 877	Number: 232-4847	Extension: 5363
V9	Facsimile Number for Contact Person		
	Area Code: 626	Number: 578-6632	Extension:
V10	Name of Individual Authorized to Bind the Organization		
	Name: James Ha		Title: Chief Executive Officer
V11	Signature (Individual must be legally authorized to bind the vendor per NRS 333.337)		
	Signature:		Date: 5/16/2017

SECTION IV - STATE DOCUMENTS

Signature page from all amendments

Attachment A

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFQ, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in **Section 2 “ACRONYMS/DEFINITIONS.”**

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	JH
Justification for Confidential Status			

A Public Records CD has been included for the Technical SOQ and Cost Proposal			
YES	RB	NO	

Part III – Confidential Financial Information			
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YES		NO	JH
Justification for Confidential Status			

eCivis, Inc.

Company Name

Signature

James Ha, CEO

Print Name

5/17/17

Date

Attachment C

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFQ are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFQ, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection

of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

eCivis, Inc.

Vendor Company Name

Vendor Signature

James Ha, CEO

Print Name

5/17/17

Date

Copies of Vendor Licensing Agreements and/or hardware and software maintenance agreements



ECIVIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT

Date XX/XX/XXXX
Contract No. 10996

This Agreement is made by and between:

eCivis, Inc., a Delaware corporation ("eCivis") and

418 N. Fair Oaks Ave. #301
Pasadena, CA 91103
Fax: (626) 628-3232
Sales Contact:

Primary Contact

Client ("Customer")

Address
City, State 000000
Phone: (410) 697-9734
Principal Contact and Master Access
Holder:
Name, Title

This Agreement, and the Exhibits attached hereto, set forth the business relationship between the parties and the terms and conditions under which the following products are licensed and Services are provided to Customer, and supersedes all previous agreements between eCivis and Customer.

Services Fee	Description	Units	Avg Unit Price	Total Price
Product/service	Description	1	\$X,XXXX.XX	\$X,XXXX.XX
GN: Recurring Annual Subscription Fee Sub-Total				\$X,XXXX.XX
TOTAL PRICE				\$X,XXXX.XX

Subscription Period(s) and Payment Terms

The Subscription Period of this Agreement will conclude XX/XX/XXXX. Payment is due net 30 days from Invoice date.

Cycle 1: XX/XX/XXXX through XX/XX/XXXX for a price of \$X,XXXX.XX

PRICE IS ONLY VALID IF AGREEMENT IS SIGNED ON OR BEFORE: 12:00AM PST, Month, Year.

IN WITNESS WHEREOF, the parties hereto have caused to be executed or executed this Agreement as of the day and year first above written.

Accepted By: Client

Accepted By: eCivis, Inc.

By: _____
(Authorized Signature)

By: _____
(Authorized Signature)

Name: _____
(type or print)

Name: _____
(type or print)

Title: _____

Title: _____

Date: _____

Date: _____

eCivis Master Subscription and Service Agreement

THIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT ("AGREEMENT") GOVERNS YOUR ACQUISITION AND USE OF ALL OUR SERVICES.

BY ACCEPTING THIS AGREEMENT, EITHER BY CLICKING A BOX INDICATING YOUR ACCEPTANCE OR BY EXECUTING THIS AGREEMENT, YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.

You may not access the Services if You are Our direct competitor, except with Our prior written consent. In addition, You may not access the Services for purposes of monitoring their availability, performance or functionality, or for any other benchmarking or competitive purposes.

This Agreement was last updated on July 31, 2015. It is effective between You and Us as of the date of You accepting this Agreement.

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1. DEFINITIONS

"Affiliate" means any entity which directly or indirectly controls, is controlled by, or is under common control with the subject entity. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

"Malicious Code" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.

"Professional Services" means work performed by Us for You by Our professional services division under this Agreement or any relevant purchase order. Such work may include, but not limited to, Grant Writing, Peer Review, Technical Assistance and/or Training services.

"Purchased Services" means Services that You or Your Affiliates purchase under this Agreement for Grants NetworkTM products and Professional Services.

"Services" means the products and services that are ordered by You and made available by Us online via the customer login link at <http://www.ecivis.com> and/or other web pages designated by Us.

"Users" means individuals who are authorized by You to use the Services, and who have been supplied user identifications and passwords by You (or by Us at Your request). Users are limited to Your employees. Non-employees such as Consultants, contractors and agents, and third parties with which You transact business may not be granted access.

"We," "Us" or "Our" means eCivis, a Delaware corporation.

"You" or "Your" means the company or other legal entity for which you are accepting this Agreement, and Affiliates of that company or entity.

"Your Data" means all electronic data or information submitted by You to the Purchased Services.

2. PURCHASED SERVICES

2.1. Provision of Purchased Services. We shall make the Purchased Services available to You pursuant to this Agreement and any relevant Purchase Order during a subscription term. You agree that Your purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by Us regarding future functionality or features.

2.2. User Subscriptions. Unless otherwise specified in writing, (i) Services are purchased as User subscriptions and may be accessed by no more than the specified number of Users, (ii) additional User subscriptions may be added during the applicable subscription term at the same pricing as that for the pre-existing subscriptions thereunder, prorated for the remainder of the subscription term in effect at the time the additional User subscriptions are added, and (iii) the added User subscriptions shall terminate on the same date as the pre-existing subscriptions. User subscriptions are for designated Users only and cannot be shared or used by more than one User but may be reassigned to new Users replacing former Users who no longer require ongoing use of the Services.

3. USE OF THE SERVICES

3.1. Our Responsibilities. We shall: (i) provide Our basic support for the Purchased Services to You at no additional charge, and/or upgraded support if purchased separately, (ii) use commercially reasonable efforts to make the Purchased Services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which We shall give at least 8 hours notice via the Purchased Services and which We shall schedule to the extent practicable during the weekend hours from 6:00 p.m. Friday to 3:00 a.m. Monday Pacific Time), or (b) any unavailability caused by circumstances beyond Our reasonable control, including without limitation, acts of God, acts of government, floods, fires, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving Our employees), Internet service provider failures or delays, or denial of service attacks, and (iii) provide the Purchased Services only in accordance with applicable laws and government regulations.

3.2. Our Protection of Your Data. We shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Your Data. We shall not (a) modify Your Data, (b) disclose Your Data except as compelled by law in accordance with Section 7.3 (Compelled Disclosure) or as expressly permitted in writing by You, or (c) access Your Data except to provide the Services and prevent or address service or technical problems, or at Your request in connection with customer support matters.

3.3. Your Responsibilities. You shall (i) be responsible for Users' compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Your Data and of the means by which You acquired Your Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify Us promptly of any such unauthorized access or use, and (iv) use the Services only in accordance with the user guide and applicable laws and government regulations. You shall not (a) make the Services available to anyone other than Users, (b) sell, resell, rent or lease the Services, (c) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) use the Services to store or transmit Malicious Code, (e) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (f) attempt to gain unauthorized access to the Services or their related systems or networks.

3.4. Usage Limitations. Services may be subject to other limitations, such as, for example, limits on the number of grants that can be managed in Our Grants NetworkTM Tracking & Reporting product, on the number of grant applications, peer reviews and/or trainings provided by Us. Any such limitations are specified in the signature page of this Agreement.

3.5. Third Party Data. We do not own data or files submitted to Grants Network by third parties. You assume all risks that may occur from downloading third-party data or files.

4. PROFESSIONAL SERVICES, COOPERATION: DELAYS

4.1. Should this Agreement include Professional Services as part of its User Subscriptions and each party agrees to cooperate reasonably and in good faith with the other in the performance of such Professional Services and acknowledges

that delays may otherwise result. You agree to provide, or provide access to, the following as needed, and when applicable, for Services that require Us to be at Your location: office workspace, telephone and other facilities, suitably configured computer equipment with Internet access, complete and accurate information and data from Your employees and agents, continuous administrative access to its ecivis.com account, coordination of onsite, online and telephonic meetings, and other resources as reasonably necessary for satisfactory and timely performance of the Professional Services.

4.2. Each party agrees its respective employees and agents will reasonably and in good faith cooperate with each other in a professional and courteous manner in the performance of their duties under this Agreement to complete such Professional Services.

4.3. It is understood by You that delays in providing material or information resulting in missed grant application deadlines does not constitute non delivery of grant writing services by Us. We shall provide a reasonable timeline to ensure the delivery of Our Professional Services.

4.4 Peer Review Services. Should this Agreement include Peer Review services, upon mutual agreement by Us and You, Peer Review services may be exchanged with "customized services" of equivalent value, if such Services are available at the time of request. Such "customized services" may include, but not limited to, customized funding searches, consulting, coaching, and training.

4.5 You shall provide to Us written acceptance of each Professional Service listed in Exhibit A within 5 business days of Professional Services being delivered to You. Failure to provide written acceptance during this period shall be deemed acceptance of Professional Services delivered.

5. FEES AND PAYMENT FOR PURCHASED SERVICES

5.1. Fees. You shall pay all fees specified under this Agreement. Except as otherwise specified herein, (i) fees are based on Services purchased and not actual usage for Purchased Services, (ii) payment obligations are non-cancelable and fees paid are non-refundable and will not result in any refund or credit and (iii) the number of User subscriptions purchased cannot be decreased during the relevant subscription term.

5.2. Invoicing and Payment. You will provide Us with valid and updated credit card information, or pay by check. If You provide credit card information to Us, You authorize Us to charge such credit card for all Services listed under this Agreement for the initial subscription term and any renewal subscription term(s) as set forth in Section 10.2 (Term of Purchased User Subscriptions). Such charges shall be made in advance, either annually or in accordance with any different billing frequency stated under this Agreement. Unless otherwise stated in this Agreement, invoice charge(s) are due net 30 days from the invoice date. You are responsible for providing complete and accurate billing and contact information to Us and notifying Us of any changes to such information.

5.3. Overdue Charges. If any charges are not received from You by the due date, then at Our discretion, (a) such charges may accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid, and/or (b) We may condition future subscription renewals on payment terms shorter than those specified in Section 5.2 (Invoicing and Payment).

5.4. Suspension of Service and Acceleration. If any amount owing by You under this or any other agreement for Our Services is 30 or more days overdue (or 10 or more days overdue in the case of amounts You have authorized Us to charge to Your credit card), We may, without limiting Our other rights and remedies, suspend Our Services to You until such amounts are paid in full. We will give You at least 7 days' prior notice that Your account is overdue.

5.5. Taxes. Unless otherwise stated, Our fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "Taxes"). You are responsible for paying all Taxes associated with Your purchases hereunder. If We have the legal obligation to pay or collect Taxes for which You are responsible under this paragraph, the appropriate amount shall be invoiced to and paid by You, unless You provide Us with a valid tax exemption certificate authorized by the appropriate taxing authority. For clarity, We are solely responsible for taxes assessable against it based on Our income, property and employees.

6. PROPRIETARY RIGHTS

6.1. Reservation of Rights in Services. Subject to the limited rights expressly granted hereunder, We reserve all rights, title and interest in and to the Services, including all related intellectual property rights. No rights are granted to You hereunder other than as expressly set forth herein.

6.2. Restrictions. You shall not (i) permit any third party to access the Services except as permitted herein or in an Order Form, (ii) create derivative works based on the Services except as authorized herein, (iii) copy, frame or mirror any part or content of the Services, other than copying or framing on Your own intranets or otherwise for Your own internal business purposes, (iv) reverse engineer the Services, or (v) access the Services in order to (a) build a competitive product or service, or (b) copy any features, functions or graphics of the Services.

6.3. Your Applications and Code. If You, a third party acting on Your behalf, or a User creates applications or program code using the Services, You authorize Us to host, copy, transmit, display and adapt such applications and program code, solely

as necessary for Us to provide the Services in accordance with this Agreement. Subject to the above, We acquire no right, title or interest from You or Your licensors under this Agreement in or to such applications or program code, including any intellectual property rights therein.

6.4. Your Data. Subject to the limited rights granted by You hereunder, We acquire no right, title or interest from You or Your licensors under this Agreement in or to Your Data, including any intellectual property rights therein.

6.5. Suggestions. We shall have a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into the Services any suggestions, enhancement requests, recommendations or other feedback provided by You, including Users, relating to the operation of the Services.

7. CONFIDENTIALITY

7.1. Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information disclosed by a party ("Disclosing Party") to the other party ("Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information is subject to open records requirements defined by state statute, unless explicitly exempt under state statute. Your Confidential Information shall include Your Data; Our Confidential Information shall include the Services; and Confidential Information of each party shall include the terms and conditions of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs, and business processes disclosed by such party. However, Confidential Information (other than Your Data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

7.2. Protection of Confidential Information. The Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those herein. Neither party shall disclose the terms of this Agreement other than its Affiliates and their legal counsel and accountants without the other party's prior written consent.

7.3. Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party's Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to such Confidential Information.

8. WARRANTIES AND DISCLAIMERS

8.1. Our Warranties. We warrant that (i) We have validly entered into this Agreement and have the legal power to do so, (ii) the Services shall perform materially in accordance with this Agreement, (iii) We will not transmit Malicious Code to You, provided it is not a breach of this subpart (iv) if You or a User uploads a file containing Malicious Code into the Services and later downloads that file containing Malicious Code. For any breach of a warranty above, Your exclusive remedy shall be as provided in Section 10.3 (Termination for Cause) below.

8.2. Your Warranties. You warrant that You have validly entered into this Agreement and have the legal power to do so.

8.3. Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EACH PARTY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

9. LIMITATION OF LIABILITY

9.1. Limitation of Liability. NEITHER PARTY'S LIABILITY WITH RESPECT TO ANY SINGLE INCIDENT ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) WILL EXCEED THE AMOUNT PAID BY YOU HEREUNDER IN THE 12 MONTHS PRECEDING THE INCIDENT, PROVIDED THAT IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) EXCEED THE TOTAL AMOUNT PAID BY YOU HEREUNDER. THE FOREGOING SHALL NOT LIMIT YOUR PAYMENT OBLIGATIONS UNDER SECTION 5 (FEES AND PAYMENT FOR PURCHASED SERVICES).

9.2. Exclusion of Consequential and Related Damages. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY LOST PROFITS OR REVENUES OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL,

CONSEQUENTIAL, COVER OR PUNITIVE DAMAGES HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING DISCLAIMER SHALL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

10. TERM AND TERMINATION

10.1. Term of Agreement. This Agreement commences on the date You accept it and continues until all User subscriptions granted in accordance with this Agreement have expired or been terminated.

10.2. Term of Purchased User Subscriptions. User subscriptions purchased by You commence on the start date specified under this Agreement and continue for the subscription term specified herein.

10.3. Termination for Cause. A party may terminate this Agreement for cause: (i) upon 30 days written notice to the other party of a material breach if such breach remains uncured at the expiration of such period, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

10.4. Return of Your Data. Upon request by You made within 30 days after the effective date of termination of a Purchased Services subscription, We will make available to You for download a file of Your Data in comma separated value (.csv) format along with attachments in their native format. After such 30-day period, We shall have no obligation to maintain or provide any of Your Data and shall thereafter, unless legally prohibited, delete all of Your Data in Our systems or otherwise in Our possession or under Our control.

10.5. Surviving Provisions. Section 5 (Fees and Payment for Purchased Services), 6 (Proprietary Rights), 7 (Confidentiality), 8.3 (Disclaimer), 9 (Limitation of Liability), 10.4 (Return of Your Data), 11 (Governing Law and Jurisdiction), 12 (General Provisions) and 13 (Mutual Indemnification) shall survive any termination or expiration of this Agreement.

11. GOVERNING LAW AND JURISDICTION

11.1. Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California as it applies to a contract made and performed in such state.

12. GENERAL PROVISIONS

12.1. Anti-Corruption. You have not received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from any of Our employees or agents in connection with this Agreement. Reasonable gifts and entertainment provided in the ordinary course of business do not violate the above restriction. If You learn of any violation of the above restriction, You will use reasonable efforts to promptly notify Our Legal Department (legal@ecivis.com).

12.2. Relationship of the Parties. The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.

12.3. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

12.4. Waiver. No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right.

12.5. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

12.6. Attorney Fees.

You shall pay on demand all of Our reasonable attorney fees and other costs incurred by Us to collect any fees or charges due Us under this Agreement following Your breach of Section 5.2 (Invoicing and Payment).

12.7. Assignment. Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld). Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Order Forms), without consent of the other party, to its Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party. A party's sole remedy for any purported assignment by the other party in breach of this paragraph shall be, at the non-assigning party's election, termination of this Agreement upon written notice to the assigning party. In the event of such a termination, We shall refund to You any prepaid fees covering the remainder of the term of all subscriptions after the effective date of termination. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns.

12.8. Entire Agreement. This Agreement, including all exhibits and addenda hereto constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be

effective unless in writing and either signed or accepted electronically by the party against whom the modification, amendment or waiver is to be asserted.

13. MUTUAL INDEMNIFICATION

13.1. Indemnification by Us. We shall defend You against any claim, demand, suit, or proceeding made or brought against You by a third party alleging that the use of the Services as permitted hereunder infringes or misappropriates the intellectual property rights of a third party (a "Claim Against You"), and shall indemnify You for any damages, attorney fees and costs finally awarded against You as a result of, and for amounts paid by You under a court-approved settlement of, a Claim Against You; provided that You (a) promptly give Us written notice of the Claim Against You; (b) give Us sole control of the defense and settlement of the Claim Against You (provided that We may not settle any Claim Against You unless the settlement unconditionally releases You of all liability); and (c) provide to Us all reasonable assistance, at Our expense. In the event of a Claim Against You, or if We reasonably believe the Services may infringe or misappropriate, We may in Our discretion and at no cost to You (i) modify the Services so that they no longer infringe or misappropriate, without breaching Our warranties under "Our Warranties" above, (ii) obtain a license for Your continued use of the Services in accordance with this Agreement, or (iii) terminate Your User subscriptions for such Services upon 30 days' written notice and refund to You any prepaid fees covering the remainder of the term of such User subscriptions after the effective date of termination.

13.2. Indemnification by You. You shall defend Us against any claim, demand, suit or proceeding made or brought against Us by a third party alleging that Your Data, or Your use of the Services in breach of this Agreement, infringes or misappropriates the intellectual property rights of a third party or violates applicable law (a "Claim Against Us"), and shall indemnify Us for any damages, attorney fees and costs finally awarded against Us as a result of, or for any amounts paid by Us under a court-approved settlement of, a Claim Against Us; provided that We (a) promptly give You written notice of the Claim Against Us; (b) give You sole control of the defense and settlement of the Claim Against Us (provided that You may not settle any Claim Against Us unless the settlement unconditionally releases Us of all liability); and (c) provide to You all reasonable assistance, at Your expense.

13.3. Exclusive Remedy. This Section 13 (Mutual Indemnification) states the indemnifying party's sole liability to, and the indemnified party's exclusive remedy against, the other party for any type of claim described in this Section.

[Remainder of page intentionally left blank, signature page is on the cover page to this Agreement]

Copies of applicable certifications and/or licenses

Not applicable

SECTION V - Attachment B

ATTACHMENT B – TECHNICAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFQ

I have read, understand and agree to comply with **all** the terms and conditions specified in this Request for Qualification.

YES X I agree to comply with the terms and conditions specified in this RFQ.

NO I do not agree to comply with the terms and conditions specified in this RFQ.

If the exception and/or assumption require a change in the terms in any section of the RFQ, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

eCivis, Inc.

Company Name

Signature

James Ha, CEO

Print Name

5/17/17

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFQ SECTION NUMBER	RFQ PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFQ SECTION NUMBER	RFQ PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

SECTION VI – SECTION 3 - SCOPE OF WORK

1.1

1.2.1.1 Task #1

Since 2000, eCivis has provided cloud-based grants research software to thousands of state, local, and tribal governments large and small. Our clients include states and some of the largest cities and counties (by population) in the United States. We also support special-purpose districts; schools, school districts, colleges, and certain academic institutions that have similar needs to our government clients. The centerpiece of our grant research service offering is the daily eCivis grant notice email that is sent to all our customers informing of grant opportunities that have been released in the past 24 hours. This service encompasses grants issued from federal and state governments and foundations. The software also includes a searchable database that can be accessed by our clients.

eCivis will also conduct grant searches from the Grantsmanship Center database that provides on a State level the following information:

- *Top Grantmaking Foundations*
- *Community foundations*
- *Corporate giving programs*
- *State website homepage*

eCivis searches grant opportunities from the FedConnect Government Acquisition and Grants Portal. FedConnect features systems that provide full lifecycle grant support including the ability to post opportunities, receive responses, deliver awards, and communicate throughout the pre-award, award, and post-award phases.

eCivis has also registered for program and grants updates from numerous Federal and State websites. These sites provide grant program descriptions and information for state administering agencies responsible for managing these programs.

The eCivis grants team is fully prepared and capable to meet the requirements and needs of the State of Nevada. In consultation with Departments of the State of Nevada, eCivis shall maintain a Grant Needs Inventory, which identifies projects that require a source of grant funding, and utilize the inventory to guide research on possible funding opportunities. eCivis shall facilitate and conduct an initial assessment meeting with State-designated staff to review and assess grant funding priority areas. eCivis shall research and identify potential funding sources through federal, state, and private foundations. Research shall include grant requirements and criteria, matching fund requirements, reporting requirements and terms and conditions of each grant.

eCivis will always keep Nevada Departments apprised of relevant grant opportunities. Every Friday, eCivis sends its clients the eCivis Weekly Grants Update, which highlights recently announced federal grants of interest to local governments. The eCivis Grants Team also sends clients the eCivis Quarterly Outlook, which outlines important federal grant opportunities eCivis expects will be issued in the next four months.

The eCivis Quarterly Outlook provides clients advance notice of a federal grant opportunity. Grant solicitation periods are often too short to accommodate proper planning to build a competitive and winning application. The Quarterly Grants Outlook helps clients get a head start, allowing them to properly align project components with federal objectives, build partnerships with necessary private and public stakeholders, leverage assistance and matching funds, and arrange conference calls and meetings with federal staff to solicit feedback on their project.

The federal grants chosen for inclusion in the eCivis Quarterly Grants Outlook are based on years of eCivis professional experience working with state and local governments, federal agencies, and grant program offices. Our insider knowledge of agency interests and the congressional appropriations process allows us to understand which grant programs will be staying, which programs will no longer be funded, and what new programs are on the horizon.

eCivis's grants research database also enables us to match specific local projects with appropriate funding programs available through the federal government, as well as national foundations. We present this information to clients in the form of a "Grant Guide." The Grant Guide presents all available funding options for a client's specific project. More importantly, eCivis will interact regularly with Nevada Departments of State in person or on the phone to follow up on the grant information that we develop for the Department. We are as much invested in the State's success as you are because like you our team of seasoned professionals broke their teeth working in state and local governments. We consider our firm to be an extension of the state government so when the state of Nevada succeeds, so does eCivis!

1.2.1.2 Activities:

Before pursuing specific grants, it is important to understand State constraints in pursuing grants, as well as, identifying priorities and projects for which State wishes to seek grant funding. Our grant team has direct and extensive experience working for and with local, state, and federal agencies, as well as foundations, and we have a keen sense of priorities and expectations. Our staff possesses decades of State work experience that has led to writing, winning and managing federal grant awards and programs. Our staff has also worked collaboratively with Federal Departments to develop and modify federal grant programs to better fit the needs of State government, and we have served in leadership roles in associations that advocate on behalf of State and local

governments such as the National Governors Association, Environmental Council of the States, the National Association of Towns and Townships and many other national associations.

In order to identify gaps and opportunities for the State, our team will conduct a series of meetings with State Agency Staff to learn about each Department's grant history, ongoing and planned projects, and what type of funding assistance is needed. These assessments will identify appropriate CFDA numbers, assure that the appropriate DUNS number is active and the appropriate AOR's are engaged.

Based on the projects and priorities identified during the grant gaps and opportunities assessment, our team will provide a report that includes recommendations for approaching grants and highlight grants that will best support the State's needs. We will vet each of the State's priorities and projects against grant guidelines to ensure the best fit. The report will include grant information, such as applicant eligibility, match requirements, and other grant requirements that need to be fulfilled in order to successfully compete for funding. Our team is highly adept at preparing comprehensive grant research reports for our government and non-profit clients. We use our own eCivis Grants Network Research tool as well as grants.gov and federal, state and local agency websites to identify funding opportunities.

In order for the State of Nevada to win a federal or foundation grant, eCivis believes the State must commit to two fundamental tenets:

1) It must insure that its needs are in alignment with the specified grant requirements; and

2) The State and eCivis must insure that there is adequate time to compile the required information to submit a winning application.

eCivis will also not waste your time pushing grant opportunities that the State has little chance of winning or is not prepared to submit a winning application. The Bid/No-Bid Analysis that eCivis undertakes on a regular basis with its clients is rooted in several factors such as:

1) Demographics – Many federal grants target communities in economic distress or that have higher percentages of problems like high rates of youth unemployment, high homeless population, high crime rates and the like. eCivis will advise the State on whether the demographics for the geographic area of interest are in alignment with grant requirements.

- 2) ***Partnerships – Many grants require the lead applicant to demonstrate partnerships with local organizations. eCivis will advise on whether the State’s partnerships have been effectively solidified in support of the grant application.***
- 3) ***Project Concept – Projects being proposed for grant funding must align well with the funding agency’s stated goals and objectives. eCivis will advise as to whether State’s project is trying to fit a round peg in a square hole.***
- 4) ***Project Match – Some grants are very competitive and require a high percent of financial match to win the grant. eCivis will advise on match or in-kind service requirements.***
- 5) ***Project Personnel –Just like Nevada wants to know the eCivis personnel assigned to this grants contract, so too do the funding agencies want to know the State personnel who will be working on their grant. eCivis will advise as to whether the State Team proposed to the grant will be competitive to win the completion.***

1.2.1.3 Deliverables

eCivis understood a long time ago that the key to writing an award winning grant is working with our clients to first dissect the crucial requirements of each notice of funding availability. Our very first step in the grant process is to provide a clear and sequential outline of the key elements in the grant notice, including the required experience to compete for the grant, funding match requirements, the timeframe for completing grant deliverables, the required partnerships and most importantly the data and information needed to make a compelling case for winning a grant award. An equally important part of the grant assessment process is providing our clients a detailed timeline for when data and information must be provided in order to place your project in the best position to win.

1.2.2.1 Task #2

Federal and foundation agencies award funding to proposals that are complete and that fully address the key elements of the Notice of Funding Availability. The best reasoned grant strategy is meaningless unless required forms are properly completed, project budgets are reasonable, and grant narratives thoroughly and convincingly address selection criteria.

Grant narratives must also convey a compelling message of need and present a reasoned approach to addressing the need. All too often, grant applicants will submit proposals that are overly vague without a clear delineation of need and a clear and cogent description of how grant funds will be used in a timely manner to fulfill the deliverables promised in the application. eCivis addresses these common deficiencies by collecting relevant and up to date socio-economic demographic data from a multitude of federal, state and private sourced databases and uses these data in conjunction with information collected from the client to present the case for need. Our clients benefit from enlisting grant professionals who have decades of experience working for local

and state governments. We approach grant projects from the mindset of a State employee who seeks funding to address a need that they are exceptionally attuned to wanting to resolve. We understand the limitations imposed on State agencies and also understand the programs that are being managed. This knowledge and practical on-hands experience translates into developing a persuasive narrative that has resulted in eCivis achieving a 70% grant win rate since 2013!

Our eCivis grants team also understands the importance of ensuring a quality end-product and our grant services do not stop at strategic advice. We develop checklists and schedules so the state agency and our team will be organized to complete application steps in an efficient manner. Our grants team will request information from appropriate staff that is not publically available to draft competitive narratives, budgets and fill out required forms. Our grant writers have written successful grant proposals for essentially every major federal agency, and are able to provide relevant insight into every facet of the grant writing and submission process, from the first draft to the final package.

1.2.2.2 Activities:

eCivis prepares for our clients detailed timelines and workflow assignments which include succinct descriptions of data and information needed to complete the grant application. We include in our timelines dates when eCivis and the client will meet to review grant progress including assignment deadlines agreed to by State personnel and eCivis responsibilities. eCivis will also continually update the grant project timeline - making modifications based on issues that arise during the course of preparing the grant application. We will also include in the timeline any grant notice updates to insure that the application responds fully and persuasively to the grant issuing agency's request. Our goal in preparing these descriptive timelines and work flow charts is to maintain accountability in the collection of information and in the development of project and budget narratives, budgets, and in collecting critically important letters of support from relevant organizations.

eCivis is also an expert at submitting grant applications via the federal grant portals. We understand that a grant can only be considered by a federal agency if it is transmitted prior to the grant deadline. We will insure that any Nevada State Department that we work with will have all of the required federal registrations up to date include Grants.gov, System for Award Management and their DUNS number.

Last, eCivis wants Nevada Departments to be thinking about grant opportunities well in advance of the grant notice being publically released. We recognize the competitive benefit of anticipating grant opportunities, most of which can be scheduled based on a grant's previous FOA's timing. Most grants are offered on an annual or cyclical basis; we anticipate those offerings and create a calendar of upcoming opportunities to allow

our clients to initiate work before the NOFA issued such as forming relevant collaborations, discussing with granting agencies changes in grant requirements or their expectations for program alterations.

Outside of aligning the State's needs with the grant requirements and providing adequate time to complete an award winning application, Nevada Departments need to provide to eCivis in a timely manner documents that are germane to the grant application. eCivis will query the State for the documents and use them to prepare the grant application. Provided below is a generic listing of grant items eCivis will generally need to complete applications. This is not an exhaustive list, and we may not always need all of the items listed below from State staff, but generally we need the following:

- 1) Key Project Resumes;*
- 2) Proposed Budget;*
- 3) Sub-recipient Agreements;*
- 4) Letters of Support from Key Stakeholders;*
- 5) Property Eligibility Information (e.g., Ownership, Liability, Historic Designation);*
- 6) Outputs and Outcomes;*
- 7) Demonstration of Community Engagement;*
- 8) Business Plan/Market Analysis;*
- 9) Demonstration of Cost Share/Leveraging Other Resources;*
- 10) Project Feasibility;*
- 11) Project Benefits (e.g., Job Creation, Environmental, Economic, Livability, Health and Welfare);*
- 12) Project Schedule;*
- 13) Demonstration of Organizational Capacity to Implement the Grant;*
- 14) State Policies, Approved Plans (e.g., HUD Consolidated Plan, Procurement Policies);*
- 15) Environmental Reviews (e.g., NEPA, Phase I and II ESAs); and*
- 16) Public Notice Requirements.*

eCivis is also ready, willing and able to step in to assist staff if they experience difficulties in getting their hands on required information or require help completing forms, developing budgets or whatever problem they encounter.

eCivis regularly sets up a schedule of pre-proposal conference calls to make certain everyone involved in the submission understands the detailed outline of the FOA's requirements, assignments and timelines for completion. It is also our practice to schedule debriefs on all unsuccessful grant submissions and provide a report to be used for future submissions for that grant and as a guide to other offerings from a particular

federal source. Oftentimes, a focused understanding of the particular agencies funding practices can make a considerable difference in the quality of future submissions.

For grants that do not receive funding, eCivis will arrange for Nevada officials to receive a grant debrief from the Federal department that issued the grant. We will include in the debrief report an analysis on how to improve the grant for the following year's submission. The report will also include an analysis of grants that did receive awards, as well as the percentage of applications received to applications that were awarded funding.

Frequently, Federal grants will require applicants to demonstrate collaboration with state and local government agencies and non-profit organizations. Coordinating those entities to provide their specific elements are critical to the success of the submission. eCivis will help make certain these collaborations are fully identified by the time the detailed outline of the response is put together and help coordinate periodic meetings, manage the work products and secure MOU's and other relevant documents required of the different parties to the response. With almost all grant submissions eCivis will also assist in securing letters of support from interested parties including from the state's officers and congressional delegation. Frequently, this involves the drafting of letters that can be modified by supporting parties.

eCivis is experienced and capable of preparing all the elements required in the submission of grants from the standard forms to the budgets, logic models and even the occasional cost benefit analysis required by some grants. eCivis has assigned its most senior and experienced grant writers to the Nevada contract. Our grant writers are not only highly adept at completing all facets of grant applications, they also have the added advantage of having decades of experience working in State and local government serving as locally elected officials and Executive level appointed officials. This unique experience and insight into "how" State governments operate; the acute awareness of needs and the process States follow to implement program development set us apart from our competitors. We use this experience to ask probing questions to our clients that elicit responses that define the problems, needs and solutions that the grant can help to resolve. The responses gleaned from our clients is the difference between going through the motions of responding to questions in a grant application and using the application questions to logically devise a complete and coherent plan for identifying and solving a problem.

eCivis is well versed in the collection of supporting data, creating appropriate appendices and drafting MOU's when required. We are also adept at downloading the standard Federal grant application from Grants.gov that is routinely modified for specific grant opportunities. We will populate the electronic grant application with the required attachments and when the application is complete we will with the permission of the client use their username and password to upload completed grant applications to Grants.gov and receive a confirmation of successful submission. We are also

practiced at following even the most arcane formatting and naming conventions. Reading directions and following them is fundamental to success in grant acquisition.

eCivis also possesses extensive experience with the Office of Management and Budget (OMB) government-wide grants management policies and guidelines through circulars and common rules. We routinely complete SF-424 forms, logic models that include inputs, outputs and outcomes (metrics) required by OMB. We complete Financial Status Reports (SF-269), comply with Federal procurement rules, and adhere to 2 CFR 200 Cost Principles for State government.

The cover letter is in some cases the most critical element of a grant submission. It is the first thing a reviewer will look at and the last if it isn't compelling. If an applicant is not able to concisely describe the main elements of the project, the project costs, outline its benefits to beneficiary and opportunity for success in concise positive terms, the proposal will likely not be awarded. eCivis grant writers will prepare a draft cover letter to the Nevada Department pursuing the grant and will follow-up with a request to review the cover letter to insure all the key aspects of the grant request are presented in the best light for the State applicant.

eCivis has filed hundreds of grants on behalf of our clients. We are sticklers for maintaining the highest level of quality control and adhering to grant naming conventions, formatting and organizing the submittal in the manner requested of the grant issuing agency. We pay particular attention to organizing the grant application in the exact same format requested by the agency and we use the exact naming convention that the agency uses so that there can be no confusion as to which section of the NOFA our client responses are addressing.

Task #3

1.2.3.1

eCivis employees have extensive experience managing all different types of Federal grants. eCivis Grants Network is the only SaaS based grants management system specifically designed for State and Local Government. Each award follows a workflow mapped to the processes of the Federal government in addition to integration with 2 CFR 200 (Uniform Guidance) to easily reference applicable Federal grant rules and regulations.

1.2.3.2

A thorough inventory of all open and awarded grants will be conducted to understand all open commitments, what reporting requirements are included in the award and what current processes are in place. A gap analysis will provide an action plan to reduce reporting gaps and inefficiencies.

All required grant fields will be mapped to the appropriated processes outline in eCivis Grants Network. The process will be documented and training provided on the process for encumbrances, approvals, reimbursement/draw down request and other agency specific reporting.

eCivis has performed hundreds of implementation and change management plans with large local governments and States. In addition to using this knowledge help drive a proven implementation and change management plan, we will also connect staff with agency counterparts in other states to facilitate best practice conversations.

Audit findings will be mapped to specific improvements in both system design and process improvement. Automated internal control systems can be used to significantly reduce the time to implement new initiatives related to corrective action plans.

1.2.3.3

eCivis can help meet a deliverable of zero new and 100% clearance of existing audit findings.

3.3.2.1

The following are grant applications eCivis prepared for clients that were awarded funding. Since 2010, when earmarks were prohibited by Congress, eCivis has been highly successful at securing grant awards for our clients. We have secured more than \$518.8 million in federal competitive grants and loans and in the past three years alone and we are proud of our 70% win rate for grants prepared for our clients. From 2013 to 2016 eCivis has secured \$60,783,390 in grants and loans for our clients.

3.3.2.2

Below are several relevant example summaries of grants awarded to our clients and the role eCivis played in drafting the grant application.

Cumberland County, ME Food Systems Planning

Amount: \$25,000

Key Agencies: USDA

Key Issues: Food Insecurity, Economic Development

Cumberland County is the recipient of \$25,000 in 2015 planning funds from USDA's Local Food Promotion Program. eCivis assisted the County in identifying and scoping a project, as well as crafting and submitting the narrative. The project will produce a

food system plan that will examine 15 existing rural food economies, the present state of local agriculture, and current initiatives at the local level. The resulting plan will identify the highest potential opportunities for increasing local food sales.

Robeson County, NC Expands Green Landfill Power Facility

Amount: \$940,000

Key Agencies: USDA, REDLG

Key Issues: Environment, Energy, Economic Development

Robeson County received \$300,000 in 2014 grant funds and a \$640,000 zero-interest loan provided by the United States Department of Agriculture Rural Development to purchase an additional 1-Megawatt Jenbacher J320 power generation system as part of its greenhouse-to-energy project at the Robeson County landfill. The greenhouse-to-energy project converts biogas, mostly methane, produced by the decomposition of waste in the landfill to electricity, reducing greenhouse gasses and providing revenue for the county government. From January 2012 to April 2014, the landfill has provided the county over \$1.2 million in revenue. The landfill currently operates a single 1-Megawatt Jenbacher J320 power generator at capacity and without the additional generator, the power generation, revenue generation, and greenhouse gas elimination capabilities of the landfill would remain underutilized.

City of Yuma, AZ Historic North End

Amount: \$400,000

Key Agencies: EPA

Key Issues: Brownfields, Economic Development

The City of Yuma is the recipient of \$400,000 in 2012 grant funds provided by the Environmental Protection Agency to be used to assess brownfields sites in the Historic North End area of the City that have been contaminated by petroleum products or other hazardous wastes. The funding will also be used for community involvement activities and for development of an area-wide brownfields redevelopment strategy. Putting these brownfields sites back into reuse is part of a long-term joint effort by the Yuma Crossing National Heritage Area and the City of Yuma to preserve green space in the downtown area, encourage new sustainable and historically sensitive development and promote a more livable city center.

City of Santa Ana, CA Secures STEM

Amount: \$5 million

Key Agencies: DOL

Key Issues: Labor

eCivis provided guidance and secured congressional support for a grant application submitted by the City of Santa Ana, CA to the Department of Labor for a H1-B Bridge to Engineering Grant. The City was awarded \$5 million over five years to provide learning opportunities in math and science for underrepresented minorities and women to increase the supply of qualified engineers in Orange County.

City of Santa Ana, CA Combats Home Foreclosures

Amount: \$10 million

Key Agencies: HUD, Neighborhood Stabilization Program

Key Issues: Housing

eCivis provided guidance and secured congressional support for a competitive grant application submitted by the City of Santa Ana, CA to the Department of Housing and Urban Development under the Neighborhood Stabilization Program to assist the City in its existing efforts to stabilize a core area of the City which was negatively impacted during by home foreclosures. The City was awarded \$10 million to assist households in the purchase of an affordable home, thereby stabilizing the community.

Los Angeles County, CA Sherriff's Department Wins \$999,600 Body-Worn Camera Grant

Amount: \$999,600

Key Agencies: DOJ

Key Issues: Law Enforcement, Public Safety

The Los Angeles County Sherriff's Department (LASD) was awarded in 2016 a \$999,600 Department of Justice Body-Worn Camera (BWC) grant. The award will allow the Department to purchase 833 BWCs for public safety personnel. eCivis assisted LASD in editing the BWC grant application and providing consultation throughout the grant process.

Loudoun County, VA Wins Assistance to Firefighter Grant

Amount: \$2,000,000

Key Agencies: DHS

Key Issues: Law Enforcement Staffing, Public Safety

In 2016, the Loudoun County Fire, Rescue and Emergency Management Department received a \$2,000,000 award from the Assistance to Firefighter (AFG) Grant Program. The award will allow the Department to purchase Self Contained Breathing Apparatus (SCBA) for firefighting personnel. eCivis assisted the County in editing the AFG grant application and providing consultation throughout the grant process.

Cincinnati, OH Streetcar Project

Amount: \$36 million

Key Agencies: DOT, Federal Transit Administration, TIGER

Key Issues: Transportation, Economic Development, Environmental Sustainability

The City of Cincinnati is constructing a six-mile, \$100 million streetcar system with eighteen stops and six streetcars for operation on one-way pairs of streets in downtown Cincinnati. The Cincinnati Streetcar Project will ultimately reconnect the central business district to two redeveloping neighborhoods just north of downtown: Over-the-Rhine (OTR), a low-income, minority community; and Uptown, the region's second largest employment center. This streetcar will enable Cincinnati's core to grow into a more walkable, livable and affordable community with a healthy mix of land uses, housing units and diverse income groups. ECivis worked closely with the Mayor of Cincinnati and his streetcar project team to obtain a \$25 million Urban Circulator Program grant, which was awarded by Federal Transit Administration (FTA) in July 2010. This grant was the main impetus for the Cincinnati City Council to approve legislation authorizing up to \$64 million in local bond financing for the project. When additional funding was needed to complete financing on the project, eCivis helped the City obtain a \$10.92 million TIGER III grant for the project, which was announced during a visit by DOT Secretary Ray LaHood to Cincinnati in December 2011.

3.3.2.3

See below examples of applications completed by eCivis for El Paso County, CO – US DOT TIGER Grant application; Cumberland County, ME US DOJ Second Chance Grant Application and for a non-profit client the Southeast Rural Cooperative Assistance Project the USDA Rural Community Development Initiative grant application.

EL PASO



COUNTY

COMMISSIONERS:
DENNIS HISEY (CHAIR)
AMY LATHEN (VICE CHAIR)

SALLIE CLARK
DARRYL GLENN
PEGGY LITTLETON

Public Services Department

Contracts and Procurement ~ Facilities ~ Fleet ~ Security and Parking ~ Transportation

TIGER DISCRETIONARY GRANT PROGRAM APPLICATION

Project Title: Charter Oak Ranch Road Plan to Assist Fort Carson Gate 19

Project Location: El Paso County, Colorado – Rural (non-urban area)

Project Type: Planning Project

Applicant: Public Services Department of El Paso County

Total Project Cost: \$1,500,000

TIGER VI Request: \$1,200,000

TIGER VI Match: \$300,000 (20%)

DUNS Number: 0764440170000

Contact: Andre P. Brackin, P.E., MPA, County Engineer

El Paso County Public Services Department

3275 Akers Drive

Colorado Springs, CO 80922

(719) 520-6845

andrebrackin@elpasoco.com

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1. Project Description

El Paso County is seeking a \$1.2 million TIGER planning grant to develop preliminary engineering and final designs including environmental clearances, utility, and final cost estimates for Charter Oak Ranch Road and its intersection with Santa Fe Avenue, Colorado. The reconstruction of Charter Oak Ranch Road and its intersection with Santa Fe Avenue will provide required access to Fort Carson Military Training Reservation at Gate 19, which is necessary to accommodate soldiers and the associated creation of approximately 16,000 jobs. Fort Carson Army Post (Fort Carson) is an institute of strategic and economic importance to the nation and to Colorado.

From 2011 through 2015, an Infantry Brigade Combat Team (IBCT) and a new Combat Aviation Brigade will move onto Fort Carson and occupy Butts Army Air Field, adding 6,400 new soldiers and an estimated 9,600 indirect jobs to the region, for a total of almost 16,000 new jobs. The majority of this workforce will live in affordable housing south of Fort Carson in southern El Paso County and in Pueblo County, and east of Fort Carson in the City of Fountain. El Paso County is working with the Army to reopen Gate 19, the southernmost gate of the base, which will provide an alternate transportation route to the base's training infrastructure. In addition, it will provide needed access to Butts Army Air Field, a helicopter facility that is currently undergoing renovation, and where most of these job opportunities will be located.

Access to Gate 19 from I-25, the major north/south interstate highway, is by way of Santa Fe Avenue and Charter Oak Ranch Road. Currently Charter Oak Ranch Road is a 2 lane substandard road consisting of 2-3 inches of bituminous asphalt laid on top of native soils. The road is filled with large areas of alligator cracking and potholes, and is almost impassible for passenger vehicles.

The eventual rehabilitation of the Charter Oak Ranch Road and the Santa Fe Avenue intersection will transform the commute to the quarries and Fort Carson for residents of the City of Fountain and Pueblo County, which are predominantly low-income areas with high poverty rates. Approximately 8,300 trips per day originate in areas that would benefit from the use of Gate 19, impacting about 2,970 residents that house soldiers. This trip number does not include civilian employees on or off base. The project will potentially eliminate over 26,110 miles driven per day in the region, and would ease traffic congestion at Gate 20 to the north, which is the only other access gate for the surrounding area.

The eventual rehabilitation will also enable civilian job opportunities for nearby residents of the City of Fountain and areas south of Fort Carson where the unemployment rate is 9.1% (January 2014 – BLS). In addition, soldiers and other employees will drive from the County of Pueblo where the unemployment rate is 9.7% (January 2014 – BLS) to Gate 19. With Santa Fe Avenue and Charter Oak Ranch Road as the central links to connecting residents with training and employment, particularly on the base, construction readiness is necessary in order to grow the area into a walkable, commutable, livable employment center that is critical to the region.

Inevitably an improved Charter Oak Ranch Road, able to accommodate passenger vehicles and heavy equipment to Fort Carson as well as the large tractor trailer trucks accessing the quarries, will spur development activities from the I-25 interchange to Gate 19. The volume of workers commuting through the Gate is sure to attract retail and services and additional jobs to the

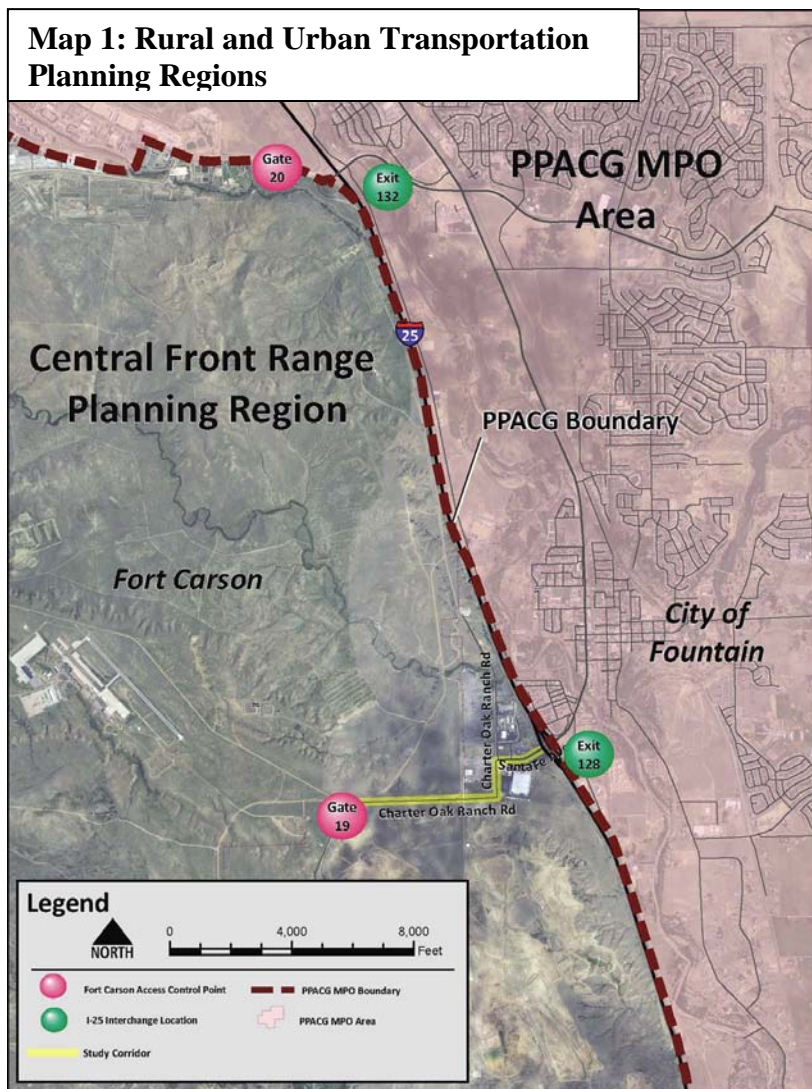
currently vacant land adjacent to the road, and companies to the underutilized industrial parks along the roughly mile long corridor into the base.

1.1 A Rural Application for a Planning Grant

El Paso County is responsible for the roads, bridges and drainage in the unincorporated parts of the County. Of the 636,000 residents, approximately 169,000 live in unincorporated El Paso County, which accounts for 1,800 square miles of the County's 2,100 square mile area. This means that while unincorporated El Paso County manages over 84% of the land, only 27% of residents are in its purview, generating far less tax revenue for road improvements that must carry people and goods over longer distances.

The planning project is located outside of the urbanized Pikes Peak Area Council of Governments (PPACG) Metropolitan Planning Organization (MPO) area. While PPACG has conducted planning studies, these were completed as part of their countywide services; in this case under Military Impact Planning and not under the transportation planning that occurs in just the MPO area. For transportation planning, the project is located within the Central Front Range Transportation Planning Region, which serves rural areas of southern Colorado. The Charter Oak Ranch Road project is not currently included in the Statewide Transportation Plan as

it is an off-system road that serves Fort Carson. Only when federal funds are used on off-system roads are they required to be included in the Statewide Plan and the Statewide Transportation Improvement Program. While the project is not included in the Statewide Transportation Plan, the Colorado Department of Transportation and the Central Front Range are in full support of this project. (See Letters of Support). El Paso County will have the project added to the plan and the Statewide Transportation Improvement Program if the project becomes funded.

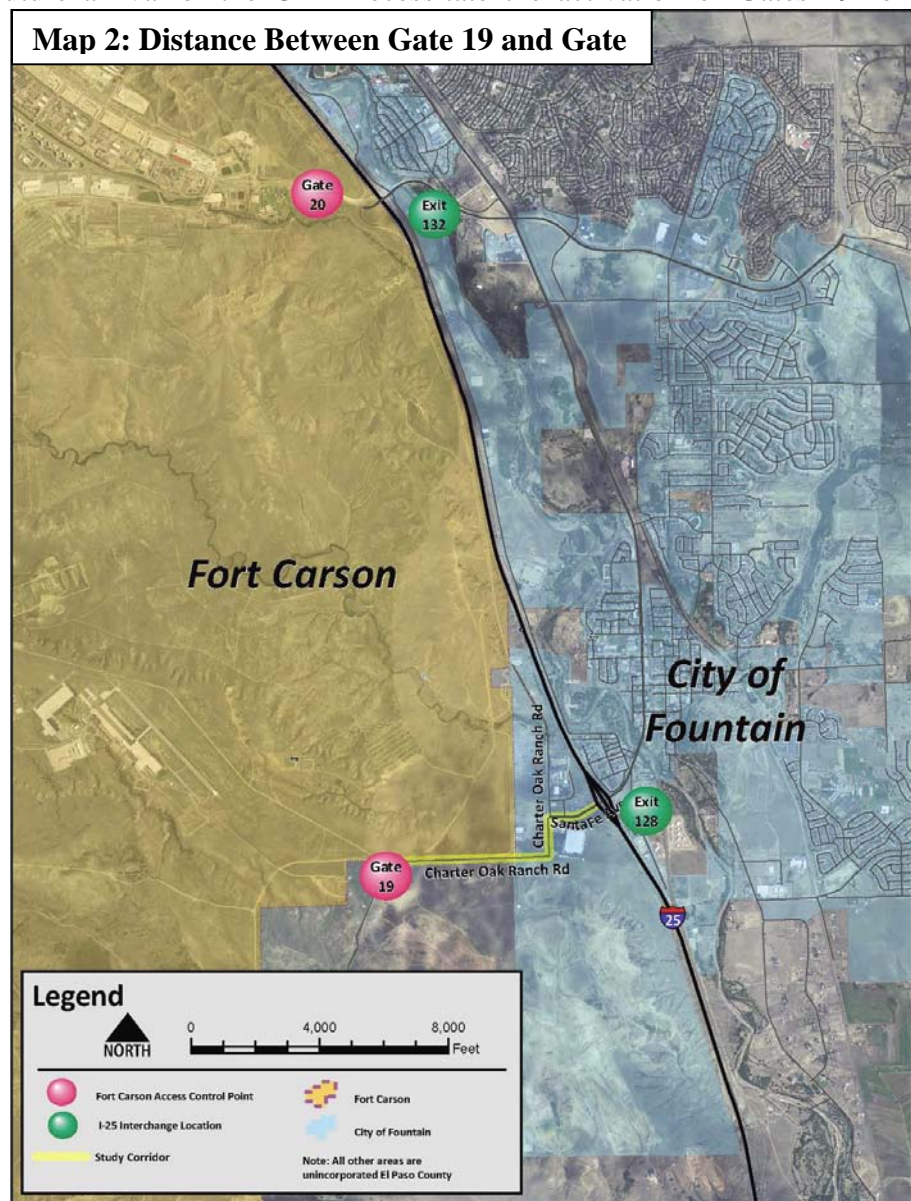


1.2 A Project that Benefits Colorado’s Largest Military Installation and El Paso County
Charter Oak Ranch Road serves as the southernmost access road to enter Fort Carson through Gate 19. This United States Army installation in El Paso, Pueblo and Fremont Counties currently provides jobs for 30,010 assigned military personnel. The post also hosts units of the Army Reserve, Navy Reserve and the Colorado Army National Guard.

The population of Fort Carson is increasing as it continues to restructure its forces to meet increased national security and defense requirements while maintaining a sustainable balance between training readiness and operational mission requirements. The Army’s decision to increase the number of soldiers at Fort Carson has resulted in the Post receiving an Infantry Brigade Combat Team (IBCT) of approximately 3,700 troops and the Combat Aviation Brigade (CAB) is expecting to add 2,700 troops by 2015. To accommodate the new soldiers, the Army is constructing new facilities at Butts Army Air Field (BAAF). While the location of the IBCT and BAAF facilities and the future arrival of the CAB necessitate the activation of Gates 19 for regular commuter use, any of the approximately 180,000 active duty, National Guard and Reserve service members, military family members and veterans who are served by Fort Carson could use Gate 19.

The need for Gate 19 has been demonstrated in two studies. Fort Carson conducted a *Comprehensive Transportation Study* in 2008 to determine transportation infrastructure needs to support the additional troops. A recommendation from this study was to open Gate 19 and implement needed transportation improvements both on-Post and off-Post to support the opening of the gate. In addition, PPACG has been collaborating with the base since 2008,

Map 2: Distance Between Gate 19 and Gate



establishing an ever evolving *Fort Carson Regional Growth Plan*. In this regional study, a transportation recommendation was to continue planning efforts to open Fort Carson's Gate 19 access control point. This recommendation was based on analyses showing that the permanent opening of Gate 19 would reduce peak hour volumes at the already congested Gate 20, provide direct access for troops stationed at the IBCT and BAAF facilities, and provide more convenient Post access to personnel living in the Fountain and Pueblo areas.

Currently Charter Oak Ranch Road has crumbling pavement, poor drainage, no facilities for bikes or pedestrians, narrow lanes and steep grades. These conditions prevent soldiers from southern El Paso County, the City of Fountain, and Pueblo County from using Gate 19. Instead, soldiers from the south heading to the base drive an additional 5.5 miles north on I-25 to Gate 20, which already experiences high traffic volumes and heavy congestion. Once a commuter clears Gate 20 security, many must traverse back 5 miles south, to reach their command stations located close to Gate 19. For soldiers commuting from the South, this equates to 21 miles of extra driving per day, using an extra 5 gallons of gasoline a week for each soldier. The opening of Gate 19 will add traffic volumes to Santa Fe Avenue and Charter Oak Ranch Road. Approximately 8,300 trips per day originate in areas that would benefit from the use of Gate 19 from about 2,970 residences that house soldiers. This trip number does not include civilian employees on or off base. (*Appendix C: Phase II Transportation Technical Report*, April 2010). Adding in the off base jobs created and the number of trips that will be added to Santa Fe Avenue and Charter Oak Ranch Road, the number could be as high as 16,000.

1.3 Existing Conditions and Transportation Challenges

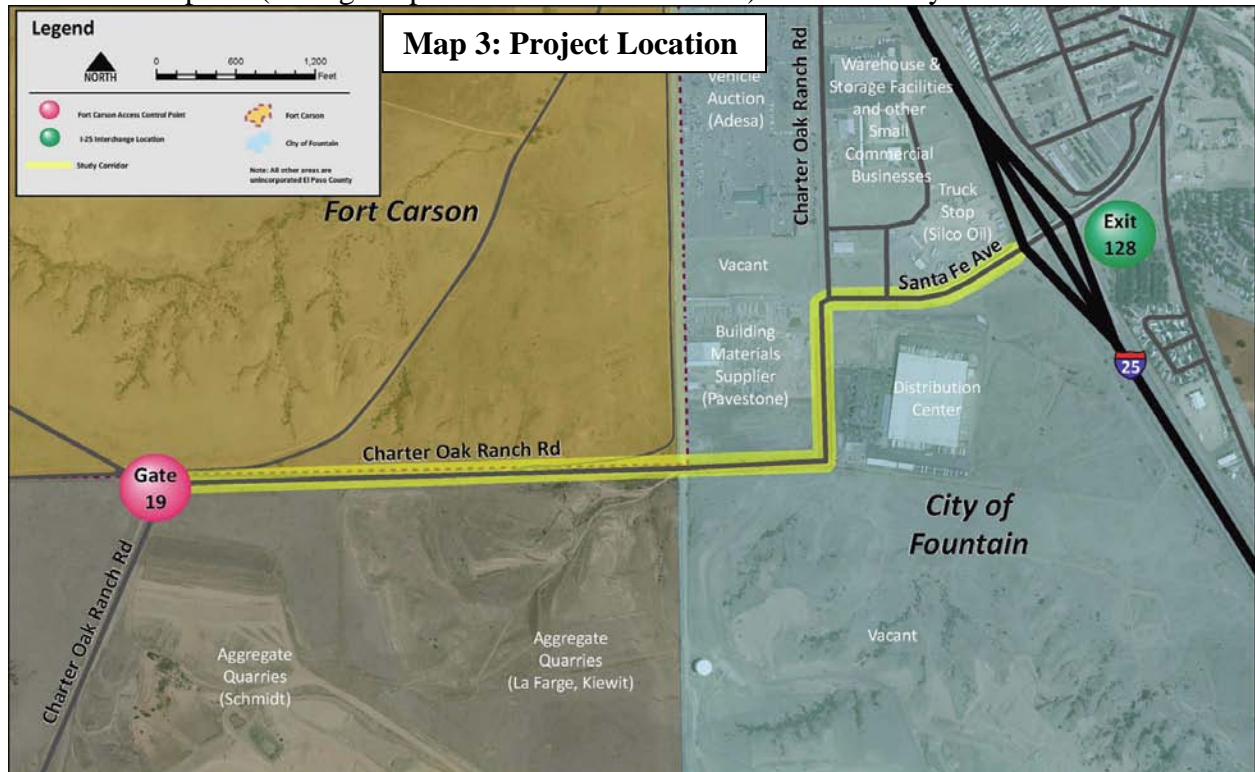
Charter Oak Ranch Road will primarily serve Fort Carson, three commercial rock quarries, the sparsely populated Christian Ranch area (located south of Gate 19) and various commercial and industrial businesses (such as warehouse and manufacturing) located within the City of Fountain. El Paso County has prescriptive right-of-way for maintenance purposes from Gate 19 to the westerly edge of the City of Fountain (approximately 4,100 feet). The City of Fountain has annexed property along and around the remainder of Charter Oak Ranch Road to a point near the intersection of South Charter Oak Ranch Road and South Santa Fe Avenue; however, the County still owns and maintains the 80 foot road right-of-way (approximately 2,550 feet).

Charter Oak Ranch Road once served as a ranch access. County maps from the early 1900's depict a dirt roadway in the same alignment as it is today. County records indicate that the road historically has been unimproved until the time that private rock quarries were established. Sometime before 1956, it appears that these private businesses placed pavement on the native dirt roadway. The quarries even maintained the road for some time by filling potholes. The pavement on dirt was not constructed to any engineering standards or criteria. The lack of adequate drainage facilities allows the stormwater to run over the road at points. There have been no major improvements to the road since the County took maintenance of the road in 1956. Improvements are long overdue and needed for economic growth and the use of Gate 19 on Fort Carson.

Located just west of I-25 at Exit 128, the proposed project includes planning improvements to Charter Oak Ranch Road and Santa Fe Avenue. Charter Oak Ranch Road is a two-lane paved roadway that extends approximately 5,200 feet east and then 1,450 feet north from Fort Carson's boundary at Gate 19 to the intersection with Santa Fe Avenue. Santa Fe Avenue is a two-lane paved roadway from Charter Oak Ranch Road to a truck stop access. The roadway surface is

bituminous asphalt and there are no turn lanes at the intersections. At the truck stop access, Santa Fe Avenue transitions to four lanes which extend to the southbound ramp intersection at the I-25 interchange. Also, at the truck stop access, the roadway surface becomes concrete which extends through the I-25 interchange. Both Charter Oak Ranch Road and Santa Fe Avenue serve various commercial and industrial businesses (such as warehouse and manufacturing) located within the City of Fountain.

In its present condition, the corridor is inadequate and unsafe to serve the anticipated needs of Fort Carson. The average pavement width is 27 feet. The road is currently paved with bituminous asphalt (average depth of two to three inches) and is mostly bordered on both sides



by unimproved shoulders. Curb and gutter exists at the Santa Fe Avenue/Charter Oak Ranch Road intersection and along the west side of Charter Oak Ranch Road adjacent to the Pavestone property. The grades on the road range from zero percent to nine percent with the overall pavement condition being rated very poor, with an estimated Pavement Quality Index (PQI) of 21 on a scale of 20-100. In addition, there are no bike or pedestrian facilities on Charter Oak Ranch Road. The prospect of passenger vehicles and large gravel tractor trailers sharing this narrow, pitted, poorly signed road is a prescription for disaster.

Drainage facilities consist of an existing 48-inch corrugated metal cross-culvert located just west of the access serving the Kiewit and La Farge operated aggregate quarries, cross-culverts at accesses, and a small privately owned detention pond at the southwest corner of the Santa Fe Avenue/Charter Oak Ranch intersection. The study corridor does not have posted speed limit signs except for a 20 mph advisory speed limit sign for the curve where the Charter Oak Ranch Road alignment transitions from east-west to north-south. Several utilities (phone, water, sewer, gas, electric, etc.) have been established within the Charter Oak Ranch Road right-of-way. Most are underground except for the overhead electric lines running along both Charter Oak Ranch

Road and Santa Fe Avenue. Commercial businesses have direct access to both Charter Oak Ranch Road and Santa Fe Avenue and most do not have left- or right-turn lanes.

2. Project Scope

The goal of this planning grant is to be prepared for the rehabilitation of Charter Oak Ranch Road and the Santa Fe Avenue Intersection. While there have been many planning, housing, economic development and land use studies that support the need for these improvements, additional specific information is needed. With the planning grant, the County will develop conceptual design and preliminary engineering including environmental analysis, feasibility studies, and other pre-construction activities. The project task will require assessment of existing available information necessary to define alignments, right-of-way and easement issues, utility issues, property ownership and acquisition requirements, environmental and permitting issues and requirements, and final design and cost estimates.

The 2012 improvement study entitled *Appendix H: Improvements Study For Charter Oak Ranch Road And Santa Fe Avenue To Facilitate Access To Fort Carson's Gate 19* (improvement study) screened alternative alignments and improvements. This preferred alternative was based on extensive input from project stakeholders and was reviewed by neighboring property owners at two meetings. The neighborhood property owners did not express any serious concerns with the recommendations. The improvements recommended included:

- Santa Fe Avenue improvements based on a 4-lane typical section, with a center left-turn lane that follows CDOT standards.
- Charter Oak Ranch Road improvements based on a two-lane, typical section that follows City of Fountain and/or El Paso County standards where appropriate.
- A high-speed curve where Charter Oak Ranch Road transitions from a north-south to an east-west alignment.

While the improvement study recommended a preferred alternative, it is only based on available GIS information. The contours that were used to create the digital terrain model came from the latest LIDAR data. Due to the fact that this improvement study did not have a field survey, geotechnical borings, and other site specific data, the preferred alternative requires additional analysis before a project design can be completed and costs assigned for construction. All activities associated with this project will be completed in compliance with federal, state, and local laws, regulations, standards, policies and procedures.

2.1 Preliminary Design Activities

Design Survey: A survey of existing topography will be conducted. Based on field conditions and general engineering standards, the survey will extend to a sufficient distance on either side of the existing roadway centerline and north and south. It will also include any additional survey needed to locate utilities, and verify and/or supplement topography. Base maps will be produced to assist preliminary and final design.

Geotechnical and Subsurface Investigation Report: The project will identify soil and subsurface information necessary to advance the design of the road approaches, bridge/structures, and utilities relocation if required. The project will develop a detailed geotechnical investigation plan including borings and/or test pits for obtaining the information, and a geotechnical and subsurface investigation report.

Utility Coordination: The improvements may impact existing utilities in addition to drainage. All existing utility systems will be considered in the design of the roadway and intersection and drainage facilities. The project will coordinate with utility companies during conceptual design and preliminary engineering. Plans will clearly identify the existing location and proposed relocation of the utilities and utility corridor requirements within the roadway right-of-way and identify any easement or acquisition requirements.

Environmental Clearances / Permitting: The project will investigate conditions within the project area and identify any required environmental permitting or environmental clearance requirements necessary to advance the project; e.g. ISA checklist, floodplain permitting, wetlands mitigation/permitting, threatened and endangered species, migratory birds, water quality issues, etc. The project will coordinate with environmental agencies including local, state, and federal agencies, U.S. Army Corps of Engineers, Colorado Division of Wildlife, Colorado Department of Public Health and Environment, US Fish and Wildlife, and the Regional Floodplain Administrator to determine appropriate processes and permitting required as a federally funded project. All work will be in accordance with the requirements of the current federal and state environmental regulations including the National Environmental Policy Act of 1969 (NEPA), as applicable. Based on the 2012 improvement study, a Categorical Exclusion is anticipated.

Conceptual Property Impacts: The project will determine a list and exhibit(s) identifying all properties that are likely to be impacted by the project.

Preliminary Drainage Report: The project will complete a project hydrology and hydraulics report to support needed drainage facilities and structures. Water surface profiles for the design storms and flood delineation will be evaluated and included with the report. The project will prepare a preliminary design and report that defines the best management practices (BMPs) that will be incorporated into the design for managing construction and post-construction stormwater quality. If the proposed disturbance is anticipated to be one (1) or more acres, a Stormwater Management Plan (SWMP) will be prepared in accordance with state and county guidelines. Plan and detail sheets will be incorporated into the construction plan set. The project will determine any property acquisition requirements that may be required for managing stormwater quality.

Preliminary Construction Documents: The project will develop preliminary construction documents that define the improvements that will be advanced into the final design stages and will incorporate the findings from the investigations identified above. The preliminary construction documents will include design criteria, conceptual construction drawings, right-of-way (ROW) and easement status reports and exhibit(s), phasing, cost estimates, and a construction schedule. At a minimum the conceptual drawings will show existing conditions, proposed improvements, existing and future utility lines and corridors, existing and proposed ROW and/or easements, environmentally sensitive lands that are affected by the improvements, preliminary vertical alignment information, as well as typical roadway cross-sections and details, drainage improvements, construction, and post construction stormwater quality improvements.

Staging Plans/Traffic Control: The project will develop and prepare preliminary staging plans for the improvements including lane closures, detours, and maintenance of traffic provisions that will be required during each phase of construction.

Preliminary ROW Plans: Based upon the design and title work, the project will prepare preliminary ROW plans describing existing and proposed ROW and non-exclusive permanent and temporary easements.

Cost Estimate and Schedule: A preliminary construction cost estimate and schedule will be provided based upon the preliminary construction drawings. The estimate and schedule will include all elements that will impact the project including, but not limited to: property acquisition, utility relocations, construction, and contingencies.

2.2 Final Engineering Design Services

Construction Documents: The project will prepare final designs and final construction documents for bidding. Production of roadway profile sheets will be developed. Grading plans separate from the plan and profile drawings will also be produced to include all drainage related grade information including inverts and top of grade for all existing and proposed drainage structures, channels, etc.

Final Utility Coordination: The project will include coordination for utilities relocation. Plans will be sent for review and a utility coordination meeting will be held.

Signage/Striping/Detour Plans: The project will prepare final construction phasing and construction traffic control plans to be incorporated in the construction plan set in conformance with the *Manual of Uniform Traffic Control Devices* (MUTCD). These plans shall clearly delineate detours and traffic control devices including barrels, cones, and impact attenuators, and signage for each construction phase. Recommendations for the most cost effective construction traffic control will be provided.

Permanent Signage and Striping Plan: The project will prepare final permanent traffic control plans to be incorporated in the construction plan set. The plan will be prepared for the project in conformance with the design criteria and the *Manual of Uniform Traffic Control Devices* (MUTCD). These plans will clearly delineate signage and pavement markings as required.

Final Drainage Report and Plan: The project will provide a final Hydrology and Hydraulics Design Report that supports the final design and includes complete design calculations. The project will provide a final Erosion Control and Stormwater Management Plan (SWMP) if required. If a SWMP is not required, the reasoning will be documented.

Environmental Clearances / Permitting: The project will obtain all necessary environmental clearances and permits to advance the project. Coordination with CDOT to obtain Environmental Clearance will be needed. When all of the requirements have been met, an Environmental Clearance letter on behalf of the County will be requested from the Colorado Department of Transportation (CDOT).

ROW Plans: Based upon the final design utility coordination, property owner coordination and updated title work, the ROW plans describing existing and proposed ROW and easements will be produced.

Contract Specifications: The project will produce Project Specifications using appropriate manuals and criteria. The Project Specifications will include the bid form, the bid quantities

form, technical specifications, and standard special provisions. All applicable inserts for the specifications will be included such that the submittal will be ready for advertisement.

Final Cost Estimate: A detailed construction cost estimate will be produced based upon the completed final design construction drawings. Estimates will include all construction material items, construction survey, utility relocations, construction inspection, mobilization, signing, construction traffic control, and force account work required.

3. Project Parties

El Paso County Public Services Department is the sole applicant for the grant. El Paso County is responsible for maintaining the roads, bridges and drainage in the unincorporated parts of the County including Charter Oak Ranch Road. Not only is this project on County ROW, the County is obligated to provide support for the five military bases within its borders. El Paso County aims to support the training and operational needs of the five bases even when the impacts occur off base, such as with Gate 19. The County has experience working with Fort Carson, Pikes Peak Area Council of Governments (PPACG), the City of Fountain, the Central Front Range Rural Transportation Planning Region, the Colorado Department of Transportation, and the City and County of Pueblo in previous planning studies. See attached letters of support.

El Paso County Public Service Department has decades of experience in managing complex construction projects under cost and under deadline. In addition, the Public Services Department will be supported by the Finance Department, which has received numerous awards from the Government Finance Officers Association (GFOA) and conducts business in compliance with generally accepted accounting principles and allocable legal requirements. Also in a supporting role will be the Contracts and Procurement Division, which maintains the highest standards of professionalism and is fully accredited and certified by the National Institute of Governmental Purchasing. The Contracts and Procurement Division procures over \$60,000,000 in contracts a year in accordance with federal, state, and local procurement standards. Examples of grants we have administered include Transportation Enhancement Grants, Congestion Mitigation and Air Quality, Surface Transportation funds, Community Development Block Grants and Emergency Watershed Protection grants that we received after the wildfires and resulting flooding that struck our community in the last two years.

4. Grant Funds, Sources and Uses of Project Funds

El Paso County Public Services Department seeks \$1,200,000 in TIGER FY14 grant funding to develop preliminary and final engineering designs including environmental analysis, feasibility studies, and other pre-construction activities for Charter Oak Ranch Road and the Santa Fe Ave intersection. El Paso County will provide \$300,000 from its local funds to be used as a match for the TIGER FY14 grant. Table 1 provides a summary of the funding sources and amounts.

El Paso County is a member of the Pikes Peak Rural Transportation Authority (PPRTA) that collects a sales tax for roads. Although this project cannot be funded with PPRTA funds, the roadway maintenance after construction can be paid for with PPRTA funds. The design and construction projects are all listed specifically and were voter approved. Unfortunately, Charter Oak Ranch Road is not on the construction list. In addition, the County encompasses a vast area with a relatively small population resulting in a small tax base to support road funding. Finally, there are difficulties funding this project because it is outside of the Metropolitan Planning Area, where more federal funds are available. Fewer funds are available to the rural parts of the county.

Table 1. Sources of Funding

Source of Funding	Amount	% of Total Project Cost
El Paso County	\$300,000	20%
TIGER FY14 Request	\$1,200,000	80%
Total Cost	\$1,500,000	100%

Table 2 provides the current cost estimates by planning activity. Based on past projects of similar size and scope, we have estimated the costs of the proposed activities split into two phases: preliminary and final design.

Table 2. Use of Funding

Activity	Amount
Preliminary Design <ul style="list-style-type: none"> • Survey, geotechnical and subsurface investigation report • Utility coordination • Environmental Clearances / permitting • Conceptual Property Impacts • Preliminary Drainage Report • Preliminary Construction Documents • Staging Plans/Traffic Control • Preliminary ROW Plans • Cost Estimate and Schedule 	\$600,000
Final Engineering Design Services <ul style="list-style-type: none"> • Construction Documents • Final Utility Coordination • Signage/Striping/Detour Plans • Permanent Signage and Striping Plan • Final Drainage Report and Plan • Environmental Clearances / Permitting • ROW Plans • Contract Specifications • Final Cost Estimate 	\$900,000
Total Cost	\$1,500,000

5. Primary Selection Criteria

5.1 State of Good Repair

The project is consistent with the preferred alternative chosen during the improvement study. This study considered both the existing state of the road and the projected future demand caused by changes in personnel at Fort Carson. One finding of the improvement study was that Charter Oak Ranch Road has several design and typical section deficiencies that create potential safety issues and would make travel inefficient and dangerous given the growing traffic demand.

Charter Oak Ranch Road is a two-lane paved roadway that extends Fort Carson's access control point at Gate 19. The existing roadway has an average pavement width of 27 feet and unimproved crumbling dirt shoulders. El Paso County criteria require a pavement width of 48 feet, six-foot shoulders and curb and gutter for streets of this type. The existing road does not provide for safe travel conditions as tractor trailer trucks are forced to pass in alternate lanes at close distances forcing them onto the dirt shoulders. The existing pavement width provides little avoidance room for vehicles and is substandard for the types of vehicles utilizing the road such as tractor trailer rigs and military vehicles. The addition of civilian passenger cars will complicate safety in the extreme.

Picture 1: Charter Oak Ranch Road Degradation and Lack of Drainage Facilities



El Paso County has the ability and funding to maintain the improvements once constructed. In 2013, residents of the County overwhelmingly approved a 1% sales tax used to operate and maintain the transportation system. These funds can be used for maintenance to keep the Charter Oak Ranch Road improvements in good working condition over time. The funds are used for a proactive crack sealing program, pothole repair, chip sealing, and mill and overlay program.

The County utilizes RoadMatrix Pavement Management System software to effectively manage its maintenance funds. RoadMatrix is Stantec's next generation pavement management system, and is designed for municipal agencies to meet all of their planning and decision making needs. RoadMatrix uses current software development technology for pavement data collection, pavement engineering, and cost benefit analysis. This pavement management system helps the County to select the most cost effective maintenance for its roads. With a PQI of 21, the road can no longer be maintained but must be reconstructed.

Gate 19 was opened to Fort Carson personnel on a trial basis in September of 2011. The trial ended after a month due to low utilization of only 400 vehicles per day. According to surveys of personnel using the gate, the primary reason for the low usage was the poor condition and safety of the roadways servicing the gate. The existing roadway, with its design deficiencies and poor pavement conditions, is inadequate in providing off-post access to Gate 19, which ultimately dissuaded personnel from using the gate.

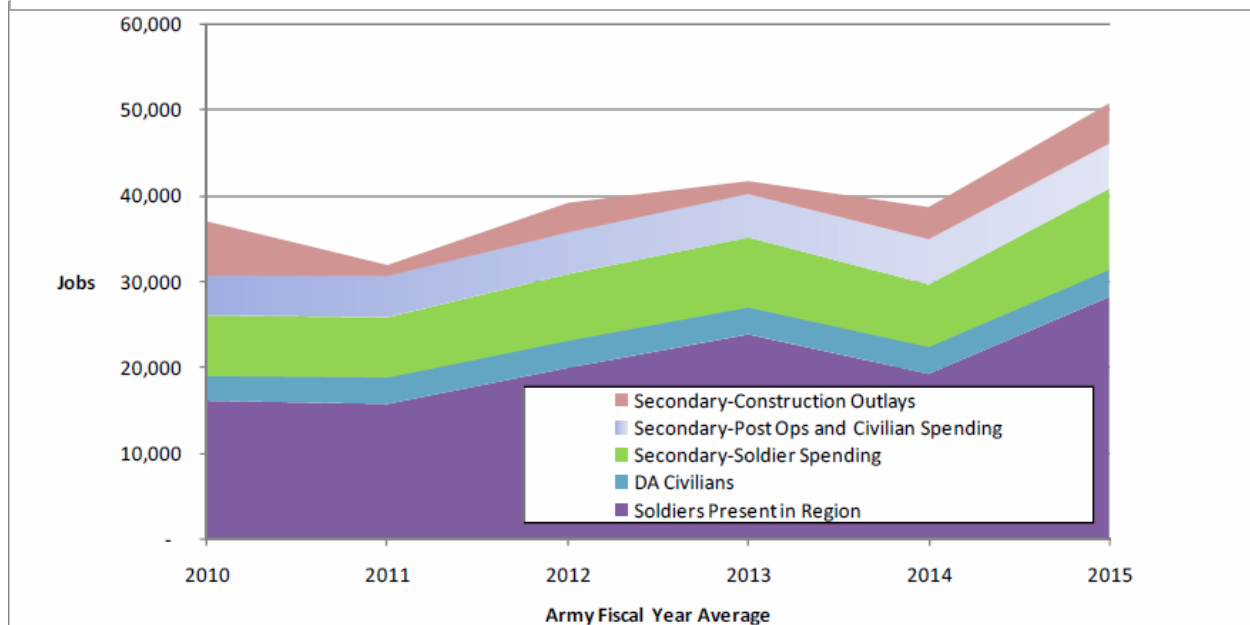
In addition El Paso County, including portions of Fort Carson, have suffered from recent wildfires and flooding from burn scars. The improvements will increase transportation resilience for both the road system and for Fort Carson by adding an alternative access point onto and off of the base in case of a severe weather event, accident, or other issue. Furthermore, the project will improve drainage by adding drainage structures where none currently exist.

Finally, the project will also fill a missing link in the multimodal system. The design will add pedestrian and bicycle access to Fort Carson Gate 19, which currently does not exist. The pedestrian and bicycle facilities will connect residential properties and businesses in the City of Fountain to Fort Carson improving access to employment, training and education facilities.

5.2 Economic Competitiveness

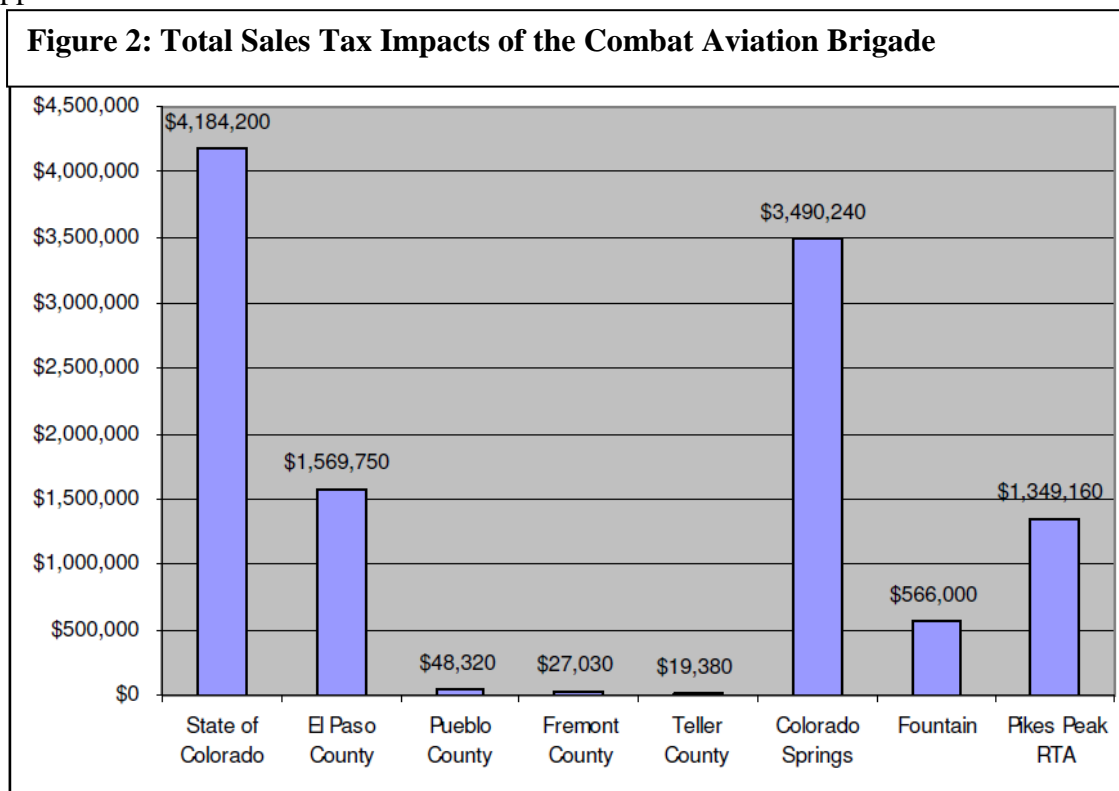
In 2011, it was announced that Fort Carson would be home to the Infantry Brigade Combat Team (IBCT) of approximately 3,700 troops and by 2015 home to a new 2,700 soldier aviation brigade. These changes bring hundreds of civilian jobs such as contractors for aircraft maintenance, high-tech weapons, and training simulators. As seen in Figure 1 as troop numbers increase, it is expected that more civilian and secondary jobs are supported in the region. These include construction jobs, contractors and service positions on base, and jobs supported by soldier and base spending at local businesses. This increased spending at local businesses allows them to hire additional workers and spurs demand to open new businesses.

Figure 1: Estimated and Project Direct and Secondary Jobs in the Region, Supported by Fort Carson (FY2010 – 2015)



A military impact plan evaluated the economic impacts of Fort Carson growth on the state and region. Based on \$730 million in military construction (MILCON) funding and a projected 6,400 additional soldiers, it is expected that the total number of new jobs would be approximately 16,000. The total economic impact (direct and indirect) by FY 2015 is estimated to be more than \$1.3 billion (*Implementation Status Report*, March 2012 and *Appendix E: Fort Carson Demographic and Economic Impact Models*, 2011).

Spending from the base and soldiers provides sales tax revenues to local governments. Sales tax impacts from MILCON and additional jobs associated with the CAB are also significant. Figure 2 illustrates total sales tax numbers through FY 2015 (in 2011 dollars). El Paso County may see an additional \$1.57 million in sales taxes and the City of Fountain will benefit from over \$500,000 in revenues. In most cases, the increased sales tax revenues go to fund the increase in services needed to support the additional population and additional students in schools. In the case of the Pikes Peak Rural Transportation Authority (PPRTA), the sales tax revenue is designated for roads in El Paso County including the City of Colorado Springs, Manitou Springs, and others. The City of Colorado Springs also benefits, as most commercial properties are in Colorado Springs rather than in unincorporated El Paso County. People from Fountain and Pueblo often drive north to Colorado Springs to enjoy the more diversified shopping opportunities.



Source: PPACG's Fort Carson demographic and economic models, based on Fort Carson estimates of MILCON and troop increases, March 2012.

While some parts of El Paso County are doing well, other parts are struggling economically. The County has a median household income of \$57,531, which is \$713 less than the Colorado average. In comparison, the soldiers of Fort Carson have a median household income of \$39,288, which is almost \$19,000 less than the state average. The City of Pueblo has a median

household income of \$35,176, which is approximately \$23,000 less than the Colorado average. (Data from Census.gov). All of these areas would benefit by the economic development opportunities that will come when Gate 19 is fully functional.

This project is crucial for the region to achieve economic benefits such as access to jobs, education, attracting new businesses, and expanding existing businesses. A finding from the improvement study is that many area businesses generate truck traffic and require adequate access off of the interstate, through the Santa Fe intersection, and onto business properties. Adequate access is vital to the operation of existing businesses and is essential for the development of vacant parcels (see Table 3). In some instances businesses have arranged their on-site facilities (such as vehicle check-in points and fueling areas) to properly utilize access points on Santa Fe Avenue and Charter Oak Ranch Road. In meetings with area businesses and land owners, their main concerns were that existing accesses to businesses are vital to their success and that access to undeveloped land parcels should not be precluded.

The project lies in Economically Distressed Census Tract 45.09 Block 2, which has one of the highest concentrations of low income people in the County. Approximately 60% of residents are classified as having low- to moderate-income levels, while 27% are classified as low income, and 17% classified as extremely low income. The City of Fountain continues to collaborate with the County and Fort Carson to improve access to jobs. Currently, jobs for the people with disabilities and those with less education are neither bountiful nor close.

Census Tract 45.09 is separated by the interstate, with the population concentrated on the east side. The project will design and eventually create a direct corridor from the east side trailer parks, apartments, and modest homes to the jobs on the west side, which houses an industrial park, quarries, and Fort Carson. It will create easy access to jobs for the low income neighborhoods in Tracts 45.09 and 45.08.

The project dovetails perfectly with the City's recently completed plan for Olde Town revitalization. "Olde Town" is the older southern end of Fountain at I-25 Exit 128, and along Santa Fe Avenue. Olde Town is in the heart of the Santa Fe Avenue corridor where it connects to I-25 and Charter Oak Ranch Road. Olde Town consists of older buildings which are generally below market price and are cost-prohibitive to improve. The average home in Fountain sells for about \$55,000 less than homes in other parts of Colorado attracting lower income residents to the area (Census.gov). The City of Fountain has created an Olde Town revitalization plan, which calls for building daytime employment in the area to support niche businesses in the section of the City near I-25 exit 128, which leads to Gate 19 (*City of Fountain Olde Town Revitalization Summary*, April 2014). In 2009 Fountain completed a *U.S. Highway 85 Corridor Gateway Redevelopment Plan* specifically addressing this area and calling for development of employment centers. The eventual rehabilitation of the Santa Fe intersection and Charter Oak Ranch Road will create the necessary infrastructure and economic traffic to attract business development and create jobs.

Table 3: Businesses Near Proposed Improvements

Adesa Colorado Springs
Adult Video, Inc.
Advantage Logistics
Baebis Properties
Bisquits Café
Carson Bluffs Self Storage
Carson Butcher Company
City of Fountain
Dillon
Fountain Colony Development
Interstate Diesel Repair & Truck Wash
Kiewit Construction – Fountain pit
Kroger
Krogers Payton
Pavestone – Fountain
Rampart Realty
ReMax Properties
Rocky Mountain Forest Products
Schmidt Construction – Levy
SilCo Oil – Tomahawk Truck Stop
T-Bone
Vacant Land
Ventimiglia Family Foundation
Weathercraft

Finally, multimodal connections will be enhanced because this project will make bicycle and foot traffic possible. The project is within a distance that is easily walked or biked from the residential side of the City of Fountain. The City has a transit stop and park and ride a block from the interstate, so this project will also tie in these existing amenities. Providing the missing link of the multimodal system is a desire of Fort Carson as it supports their Sustainable Fort Carson Plan. The plan includes a goal for sustainable transportation that reduces automobile dependency and provides balanced land use and transportation systems and impacts transportation costs and equitable access for all people that Fort Carson serves.

5.3 Quality of Life

This project provides transportation choices to connect economically disadvantaged populations, non-drivers, senior citizens, and persons with disabilities with access to employment, training and education centers across the I-25 interstate at Fort Carson and the adjacent development opportunities. The eventual road reconstruction will include ADA compliant non-motorized facilities, allowing individuals the opportunity to walk or bike to their place of employment. Additionally, the improvement project will be accessible by public transit and by users of the nearby park and ride lot on Santa Fe Avenue. The non-motorized facilities and access to carpooling and transit presents low-cost alternatives for individuals to utilize in areas where incomes are tight.

This project coordinates land-use planning and economic development plans by creating the corridor the City's Economic Development plan recommends. It is also consistent with the City of Fountain's Comprehensive Plan that promotes Santa Fe Avenue as an area for revitalization, for building daytime employment and supporting niche businesses. In addition, the project is consistent with Fort Carson's plans for troop numbers and for a residential buffer zone adjacent to training lands. El Paso County is currently buying some residential properties adjacent to Fort Carson, about seven miles south, as a training facility for munitions explosions and helicopter training, which is not conducive to residential development. Fountain's Comprehensive Plan shows the area as Planned Industrial development and not residential. However, Fountain would consider allowing other commercial rezoning on Charter Oak Ranch Road as demand warrants.

In the near future, Fort Carson is expected to have over 6,400 soldiers and supporting personnel working at the Infantry Brigade Combat Team (IBCT) and Butts Army Air Field (BAAF) facilities. Gate 19 directly serves this area and is only accessible by Charter Oak Ranch Road via the Santa Fe intersection off of I-25. Currently, personnel working at the IBCT and BAAF facilities who access Fort Carson from the east must enter through Gate 20 where the wait time is eight to ten minutes. This forces personnel to drive through the entire installation to access the IBCT and BAAF facilities. With Gate 19 open, personnel living south and east of Fort Carson (primarily in Fountain and Pueblo West) would have more convenient access to the IBCT and BAAF facilities. It is anticipated that the opening of Gate 19 and improving the study corridor would significantly reduce the travel time during the peak hour by approximately 20-25 minutes for IBCT and BAAF personnel. Once a commuter clears Gate 20 security, many must traverse back 5 miles south to reach their command stations located close to Gate 19. For soldiers commuting from the south this equates to 21 miles of extra driving per day, using an extra 5 gallons of gasoline a week for each soldier.

Gate 19 is currently strategically located so as to not negatively impact on-post training facilities. Moving the gate, and thus realigning the access, has the potential to negatively impact training grounds and will not happen. The mission of Fort Carson is to train soldiers. A key component of this is the availability of training land for maneuvers and specific training areas (i.e. fire ranges). Improvements to the study corridor that are on or adjacent to the existing Charter Oak Ranch Road and Santa Fe Avenue alignments would preserve these training areas.

5.4 Environmental Sustainability

5.4.i Reduce Energy Use and Air Pollution

The project is located close to residential, industrial and commercial areas. Both the addition of non-motorized facilities and proximity to transit and the park and ride all help to reduce energy use. Approximately 8,300 trips per day originate in areas that would benefit from the use of Gate 19 from about 2,970 residences that house soldiers. (*Appendix C: Phase II Transportation Technical Report*, April 2010). Given the uses on base near Gate 19, Fort Carson estimates 2,487 daily trips would use Gate 19. Gate 19 is 5.5 miles from Gate 20. The opening of Gate 19 would save almost 13,680 miles a day traveled on I-25 and 12,435 miles saved on Fort Carson. In total, the improvements to Charter Oak Ranch Road would save approximately 26,115 miles per day in the region.

The project will ease traffic congestion at Gate 20 (Mesa Ridge Parkway) to the north, which is the only other gate for the surrounding area. Gate 20 counts show the peak traffic flow occurring between 5:00 to 7:00 AM. Field observations were conducted from 5:15 to 6:30 AM which revealed that from about 5:30 to 6:15 AM, queues extended to the SH 16 interchange and onto the southbound I-25 off-ramp. It was estimated that during the peak time, queue delays could be eight to ten minutes, regardless of which lane passengers were in. After 6:15 AM queues were typically only a few vehicles in each lane (*Appendix C: Phase II Transportation Technical Report*, April 2010).

As seen below, Gate 20 is on the left side of the picture. The cars waiting to get into the gate are backed up onto the interchange and extend to the I-25 off ramp. This picture was taken the week of April 14, 2014 at about 5:30 AM. While trees partially block the view of some brake lights, this is a continuous line of traffic.



Picture 2: Line of Traffic at Gate 20 in the Morning

Peak-hour turning movements and daily vehicle classification counts were recorded on Charter Oak Ranch Road August 17, 2011. Peak-hour turning movement data was collected at 15-minute intervals from 7:00 AM to 9:00 AM and from 4:00 PM to 6:00 PM on:

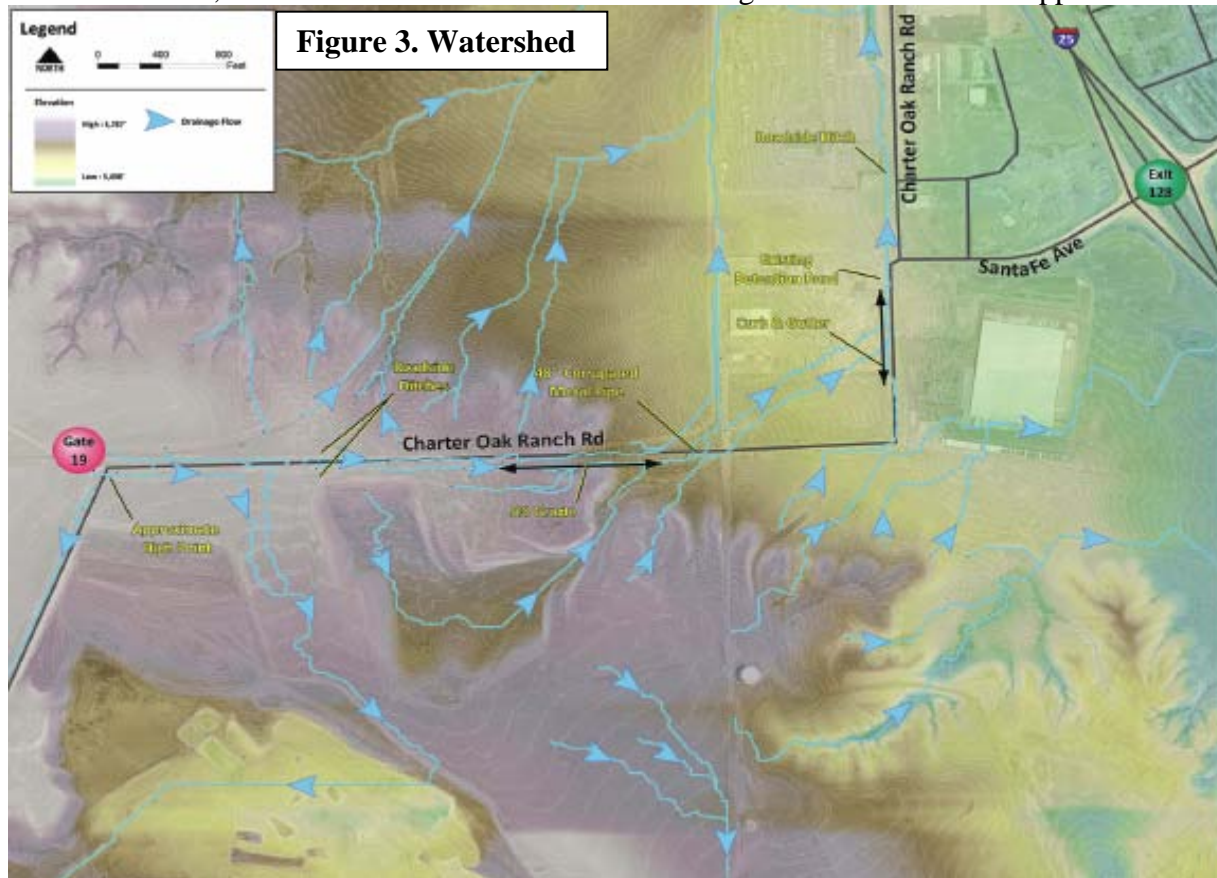
- Northbound and southbound ramp terminals at the I-25 / Santa Fe Avenue Interchange
- Santa Fe Avenue/Champlin Lane
- Santa Fe Avenue/Shell Access

- Santa Fe Avenue/Charter Oak Ranch Road
- Charter Oak Ranch Road and private accesses to existing businesses.

In general, the peak-hour pattern is to the west in the morning and then shifts to the east in the afternoon. Peak-hour counts show Santa Fe Avenue carries approximately 310 vehicles per hour (vph) during the morning peak and 390 vph during the afternoon peak hour in both directions east of the Shell Gas Station access. On Charter Oak Ranch Road, two-way traffic is about 55 vph during the morning peak and 100 vehicles per hour during the afternoon peak (*Appendix H: Improvements Study For Charter Oak Ranch Road And Santa Fe Avenue To Facilitate Access To Fort Carson's Gate 19*, February 2012). Both the Fort Carson Growth Plan and the Improvement Study note significant congestion at Gate 20. With the better pavement condition and a roundabout, there would be no extra pollution generated by the wait times and extra miles traveled by using Gate 20.

5.4.ii Improve Drainage and Stormwater Runoff Quality

In general, Gate 19 is located at the high point of the road and the runoff sheds both west and east from there. The majority of the runoff from this project is directed north to a creek and then under I-25 and ultimately into Fountain Creek. More specifically, the southwest runoff is directed into shallow road side ditches. The easterly runoff is directed into roadside ditches as well for about 3,500 feet. The Charter Oak Ranch Road grade east of Gate 19 appears to be less



than 1% for approximately 400 feet, and then steepens to 9% for another 400 feet. Charter Oak Ranch Road then gradually flattens to an ultimate 1% grade within 700 feet. At the bottom of the 9% grade, the runoff is directed into an existing 48" Corrugated Metal Pipe (CMP) on the south

side. This culvert directs the runoff under Charter Oak Ranch Road to the north side where the combined flow from the culvert and north ditch section are directed north in a man-made swale.

North of the existing tight horizontal curve, Charter Oak Ranch Road has curb and gutter on the west side that directs the runoff north and into a curb cut and then to a small private detention pond. The east side has runoff directed along a small berm off the edge of asphalt. This drainage is routed north and across the intersection into the above mentioned roadside ditch. Currently Santa Fe Avenue drains from the east to the west. Runoff sheet flows off the road section and into roadside ditches. The runoff is then directed north alongside Charter Oak Ranch Road in a broad roadside ditch.

The project will improve both the stormwater that ponds on the road and the quality of the stormwater that eventually enters Fountain Creek. On the west end of the project, the curb and gutter will catch the runoff from Charter Oak Ranch Road and any offsite tributary areas. This runoff will be directed by curb and gutter south along its historic path. Due to MS4 requirements, water quality will be needed. Several different methods could be used including grass swales and water quality ponds. However, the exact nature of appropriate water quality measures will need to be determined during the design phase.

The road section east of the high point captures the runoff and routes it east via curb and gutter. With relatively small amounts of off-site runoff, storm drains are not needed until flows reach the bottom of the hill. On the south side of the Charter Oak Ranch Road, it is proposed that three 12' curb cuts with concrete rundowns be provided to capture the flow. Similarly two 12' curb cuts with concrete rundowns are proposed on the north side of Charter Oak Ranch Road.



**Picture 3: Pavement Conditions,
No Drainage and Vegetation at the
Charter Oak Ranch Road Hill**

The existing 48" CMP is proposed to be replaced with a 48" Reinforced Concrete Pipe (RCP). Two 20' type-R inlets are proposed connected by 100' of 24" RCP. A water quality pond on Fort

Carson property and adjacent to the Pavestone property is proposed to catch the runoff at this point. Fort Carson was contacted to verify the feasibility of locating water quality ponds on their property and they did not preclude this possibility.

Two more 20' Type R inlets are proposed connected by 60' of RCP which outlets into an existing water quality pond on the Pavestone property. It is anticipated that the existing water quality pond would need to be enlarged to handle the additional flow. Pavestone will need to be further coordinated with during the design phase to determine the right-of-way or easements and maintenance agreements required to use the existing water quality pond. Just north of the proposed roundabout intersection, a proposed 24" CMP will carry runoff from Santa Fe Avenue to the west side of Charter Oak Ranch Road along a proposed grass buffer (swale). This swale will serve as the water quality feature for the roundabout.

5.5 Safety

During the four-year period between January 1, 2007 and December 12, 2010, eight crashes were recorded in the study area. However, the data shows that all crashes occurred at the I-25 ramps. A sideswipe same-direction crash occurred at the southbound ramp intersection with Santa Fe Avenue. Two crashes occurred on the northbound on-ramps, two at the northbound off-ramps, and three on the southbound off-ramps. There were no crashes recorded on Santa Fe Avenue west of I-25 or on Charter Oak Ranch Road during the study period. There was one crash on Charter Oak Ranch Road between 2011 and 2012.

While there have been few crashes on Charter Oak Ranch Road over the years, historically, there have been few cars on the road. Daily traffic counts to classify traffic by vehicle type were collected at the three locations described in Table 4. These daily classification counts show that Santa Fe Avenue carries approximately 4,000 passenger cars per day and about 1,000 trucks per day just west of Interstate 25. Vehicle classification counts on Charter Oak Ranch Road show traffic volumes decrease significantly south of Santa Fe Avenue but the percentage of trucks and tractor-trailers increase significantly. In fact, the data shows only 1/3 of the traffic on Charter Oak Ranch Road are passenger vehicles.

Table 4. Vehicle Classification Summary (by FHWA Vehicle Types)

Count Location	Total Daily Traffic	Passenger Cars, Pick-Up Trucks, Buses (FHWA Class 1-5)		Single Unit Trucks (FHWA Class 6-7)		Tractor Trailer 5-Axles or Less (FHWA Class 8-13)	
		Vehicles	%	Vehicles	%	Vehicles	%
Santa Fe Avenue	5040	4089	81%	328	7%	623	13%
Charter Oak Ranch (South)	645	237	37%	157	24%	251	39%
Charter Oak Ranch (West)	272	97	36%	69	25%	106	39%

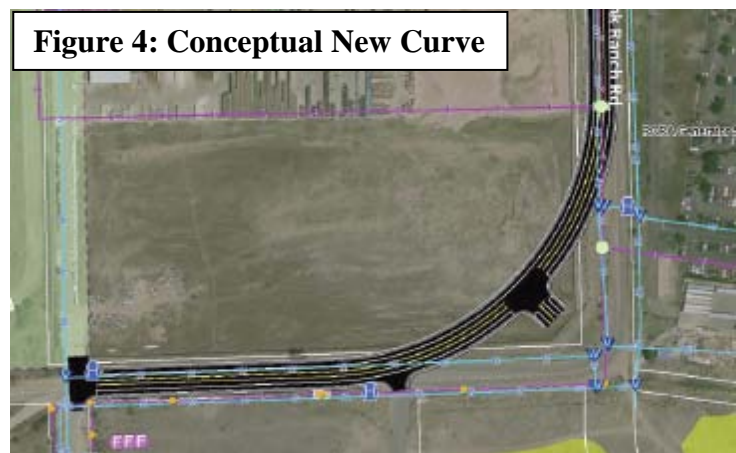
While there have been few reported accidents on Charter Oak Ranch Road, it has the potential to become a safety concern with increased traffic due to expected Gate 19 Fort Carson use. If Charter Oak Ranch Road is not improved swerving to avoid pot holes, limited pavement width, no pedestrian facilities, and flooding of road due to lack of drainage facilities all make this road

at risk for higher accident rates when use of the road increases. The improvements that we are proposing would fix all of these problems, from pavement quality and drainage to safety.

Another factor affecting safety and efficiency within the study corridor is the existing pavement conditions. As measured in 2008, the pavement quality index (PQI) of Charter Oak Ranch Road is 27 out of a possible score of 100. Based on standard deterioration criteria, the pavement quality is now estimated to be a 21 – only one point above the worst possible score of 20. The existing pavement structure is failing as evidenced by significant areas containing interconnected cracks caused by a fatigue failure of the existing asphalt bituminous surface under repeated traffic loading. The result of this pavement failure is potholes. The poor pavement quality forces vehicles to swerve into other lanes or to slow considerably to avoid hitting potholes, increasing the likelihood for accidents and head-on collisions. This situation will only become more hazardous by the opening of Gate 19 as additional privately-owned vehicles and construction-related vehicles utilize the study corridor to access Gate 19. New pavement would be provided in the future construction project.

Traffic cannot safely maneuver Charter Oak Ranch Road at the current posted speeds due to the substandard turning radius where Charter Oak Ranch Road transitions from north-south to east-west. This substandard turning radius causes vehicles to slow below posted speeds while navigating the curve. As tractor trailers navigate this curve, they are crossing into the oncoming lanes or are driving on the unpaved shoulder. This condition increases safety concerns for both the tractor trailers and for oncoming traffic. If the curve is taken at too high a speed, then vehicles tend to overcorrect and are at risk of skidding into the opposing lane of traffic or rolling off the road. Ice and snow conditions exacerbate the safety risks as vehicles may slide off the road or into oncoming traffic. This project will include changing the curve and widening the pavement to prevent these safety hazards as shown in the picture. The blue line is the current turn radius at about 90 degrees. The black line is a conceptual drawing of a potential solution, depending on the results of field data from surveys that have not yet been conducted.

In addition to the poor pavement conditions and substandard curve radius, Charter Oak Ranch Road has grades as high as nine percent. This exceeds the El Paso County criteria of six percent for urban roadways and eight percent for rural roadways. Given the number of tractor trailer rigs utilizing this road, the high grade causes substantial slowing of traffic as trucks climb the grade. As traffic increases on the road, there is a risk that passenger cars may try to pass slower moving tractor trailers, thereby increasing the risk of collision given the limited sight distance over the hill. The project would look to flatten the steep hill and reduce the grade.



The Santa Fe Avenue intersection with Charter Oak Ranch does not have any turn lanes or medians. Projected left-turn volumes from westbound Santa Fe Avenue to southbound Charter

Oak Ranch Road are 130 vph. Left-turn lanes are required when volumes exceed 50 vph. The lack of turn lanes and medians increases the chance of rear-end crashes because drivers are not expecting left turning vehicles and may swerve into oncoming traffic to avoid rear-end crashes.

Three rock quarries and various commercial and industrial businesses utilize Charter Oak Ranch Road and Santa Fe Avenue. These businesses generate more than 1,000 tractor trailer vehicles per day that utilize access points along the study corridor. Currently there are no dedicated left- or right-turn lanes at these accesses. The lack of turn lanes will become a safety risk when the number of passenger vehicles increases. This project would plan for turn lanes where indicated for access to businesses.

Finally, a roundabout has been proposed to best address the Santa Fe Ave intersection's lack of turn lanes, volumes, its proximity to interstate highway, speeds, high percent of tractor trailer trucks, and Fort Carson's need to move heavy equipment through Gate 19. In this case, a roundabout is safer because head on and T-bone crashes will be reduced and will improve air quality as intersection wait times decrease.



6. Secondary Selection Criteria

6.1 Innovation

Innovative materials, designs, and stormwater control techniques will be considered during final design. The suggested use of a roundabout rather than a traditional intersection can improve not only traffic flow, but also the ease and safety of the trucks and tractor trailers. The roundabout will need to be carefully designed as almost 65% of all vehicles are trucks and tractor trailers going to commercial facilities.

During the improvement study, the project team determined that sustainability should be a consideration for the recommended alternative. The selected roundabout alternative will have numerous benefits to the social and built environment. Roundabouts reduce traffic delays and idling, and as a result reduce vehicle emissions (including greenhouse gases) into the atmosphere. The proposed roundabout requires less right-of-way acquisition and has a smaller footprint. Additionally, the roundabout will utilize less energy than installing the required traffic signal because there is no electricity required.

6.2 Partnership

There have been many planning efforts from multiple jurisdictions that support improvements to Charter Oak Ranch Road. El Paso County, Fort Carson, Pikes Peak Area Council of Governments, the City of Fountain, the Central Front Range Rural Transportation Planning Region, the Colorado Department of Transportation, and the City and County of Pueblo have all been involved in previous planning studies or coordination meetings. The improvement study and the military impact plans are examples of the ongoing partnerships that have looked at improvements to Charter Oak Ranch Road. All of the major stakeholders have provided letters of support for this project.

7. Project Readiness

El Paso County will obligate the FY14 TIGER funds before September 30, 2016. An improvement study has been completed and accepted by all participants including the City of Fountain, El Paso County Board of County Commissioners, Fort Carson, and the Pikes Peak Area Council of Governments. This study provides the County the ability to develop preliminary and final designs because the preferred alternative has been selected and the NEPA process has been started.

7.1 Project Schedule

STIP Inclusion / IGA / Notice of Award	6 months
Request for Proposals / Procurement Process / Design Contract Award	3 months
Preliminary Design	7 months
Final Design	6 months
Utility Coordination / Clearances (<i>concurrent with preliminary/final design</i>)	3 months
Environmental Clearances (<i>concurrent with preliminary/final design</i>)	7 months
ROW plans (<i>concurrent with preliminary/final design</i>)	2 months
Contracting Specifications and Final Cost estimate	2 month
Total Project Length	24 months

El Paso County has studies on drainage and flood risk. The proposed roadway improvements are primarily located in the Fort Carson Drainage Basin, with the exception of the west end of the project near Gate 19, which is located in the Little Fountain Creek Drainage Basin. Flows from this site are tributary to Fountain Creek. No portion of this site is within a designated F.E.M.A. floodplain, as determined by Flood Insurance Rate Map Nos. 08041C0961F and 08041C0962F dated March 17, 1997.

El Paso County has already completed an environmental inventory. The resource areas studied were selected based on the characteristics of the study corridor and on input from project representatives. In reviewing the actions associated with the Preferred Alternative, a NEPA resource specialist determined the following issues are present in the study corridor:

- Hazardous Materials
- Vegetation
- Wildlife
- Special Status Species
- Wetlands
- Noxious Weeds
- Noise
- Water Quality and Floodplain

In addition, a NEPA resource specialist determined that the following issues are either not present in the study corridor or would not be impacted by the Preferred Alternative:

- Farmlands – not present
- Wild and scenic rivers – not present
- Historic elements (i.e. structures, ditches) – not present
- Parks and Recreation (and Section 4(f) resources) – not present
- Air quality – outside maintenance area

These issues have no potential for project-related impacts and were dismissed from further discussion. Given the project's proximity to Fort Carson's proposed projects covered in the 2009 study entitled *Final Environmental Impact Statement (EIS) for Implementation of Fort Carson Grow the Army Stationing Decisions*, this document served as a reference for baseline resource information. In addition, the improvement study presents the results of an analysis of each of the resource topics. It is important to note that when an adverse impact was predicted, efforts were first made to avoid or minimize the adverse impacts. Recommended mitigation measures were then developed to address adverse impacts that could not be avoided. Given the findings from the improvement study, we expect the project will receive a Categorical Exclusion.

The planning effort will be able to begin as soon as El Paso County receives a notice to proceed. Given the large amount of existing data and studies, it will be possible to have the funds obligated no later than September 30, 2016. The attached resolution by the El Paso Board of County Commissioners states that we will commit local funds for the match to this project. In El Paso County, only the Board of County Commissioners can make fiscal commitments and expend funds. In addition, our 1% sales tax will be used to maintain the road once improvements are made.

City of Fountain Comprehensive Development Plan 2005

August 2005

https://www.fountaincolorado.org/egov/docs/1381271115_460906.pdf

City of Fountain Traffic Master Plan

October 2002

https://www.fountaincolorado.org/egov/docs/1178290501_231811.pdf

City of Fountain Olde Town Revitalization Summary

April 2014

<https://www.fountaincolorado.org/egov/apps/document/center.egov?path=doc&id=3478&id2=2633&linked=0>

City of Fountain U.S. Highway 85 Corridor Urban Renewal Plan

April 2008

https://www.fountaincolorado.org/egov/docs/1209668923_922180.pdf

City of Fountain U.S. Highway 85 Corridor Gateway Redevelopment Plan

October 2009

http://www.fountaincolorado.org/egov/docs/1260403183_352172.pdf

Comprehensive Transportation Study

2008 Update

Fort Carson and Gannett Fleming

Environmental Impact Statement (EIS) for Implementation of Fort Carson Grow the Army Stationing Decisions

2009

Fort Carson and US Army Environmental Command

<http://www.carson.army.mil/DPW/nepa%20documents/2009%20ROD%20for%20Implementati on%20of%20Fort%20Carson%20Grow%20the%20Army%20Stationing%20Decisions.pdf>

FORT CARSON REGIONAL GROWTH PLAN

Pikes Peak Area Council of Governments

<http://www.ppacg.org/mip/fort-carson-regional-growth-plan>

Appendix B: Economic Impacts Technical Report

January 11, 2008

http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20Phase%20I%20-%20July%202008/3-FCRGP%20Vol%202%20-EconomicTechnicalReport.pdf

Appendix C: Phase II Transportation Technical Report

April 2010

http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20Phase%20II%20-%20June%202010/FCRGP%20Phase%20II%20-

[%20Plan/APPENDIX%20C.%20Fort%20Carson%20Final%20Phase%20II%20Transportation%20Report.pdf](#)

Appendix D: Fort Carson Soldier and Household Survey

June 2011

[http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20Phase%20III%20-%20July%202011/Appendix%20D%20-%20Final%20Survey%20Report.pdf](#)

Appendix E: Fort Carson Demographic and Economic Impact Models

Update 2011

[http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20-%20February%202012%20Report/Appendix%20E%20-%20Fort%20Carson%20Demographic%20and%20Economic%20Impact%20Update%202011.pdf](#)

Appendix H: Improvements Study For Charter Oak Ranch Road And Santa Fe Avenue To Facilitate Access To Fort Carson's Gate 19 (Referred to as the

Improvement Study)

February 2012

[http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20-%20February%202012%20Report/Appendix%20H%20-%20\(Gate%2019%20Report\)%20Improvement%20Study%20for%20Charter%20Oak%20Ranch%20Rd%20and%20Sante%20Fe%20Ave.pdf](#)

Appendix I: Summary of Recommendations

July 2011

[http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20Phase%20III%20-%20July%202011/Appendix%20I%20-%20Recommendations%20Implementation%20Table.pdf](#)

Implementation Status Report

March 2012

[http://www.ppacg.org/files/MIP/plan_docs/FCRGP%20-%20March%202012%20Report/March%202011%20Status%20Report%20-%20without%20appendicies.pdf](#)

Sustainable Fort Carson Goals

Fort Carson

[http://www.carson.army.mil/paio/sustainability.html](#)

9. Federal Wage Rate Certification



April 17, 2014

To Whom it may concern:

RE: Federal Wage Rate Certification

If El Paso County is awarded a TIGER grant for "Charter Oak Ranch Road Plan to Assist Fort Carson Gate 19" application, we hereby certify that the County will comply with the requirements of subchapter IV of chapter 31 of title 40, United States Code (Federal wage rate requirements), as required by the FY 2014 Continuing Appropriations Act).

Sincerely,

A handwritten signature in blue ink, which appears to read "Andre' P. Brackin".

Andre' P. Brackin, P.E., MPA
County Engineer
El Paso County Public Services Department





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Confirmation

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Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

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Grants.gov Tracking Number:	GRANT11608012
Applicant DUNS:	03-470-2670
Submitter's Name:	Craig C Smith
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Funding Opportunity Number:	BJA-2014-3773
Funding Opportunity Description:	BJA FY 14 Second Chance Act Reentry Program for Adul
Agency Name:	Bureau of Justice Assistance
Application Name of this Submission:	Cumberland County Sheriff's Office
Date/Time of Receipt:	2014.03.14 3:00 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

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It is suggested you Save and/or Print this response for your records.

Grant Application Package

Opportunity Title:	BJA FY 14 Second Chance Act Reentry Program for Adult O
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Opportunity Number:	BJA-2014-3773
Competition ID:	BJA-2014-3775
Opportunity Open Date:	01/14/2014
Opportunity Close Date:	03/18/2014
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by live web chat.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: Cumberland County Sheriff's Office

Select Forms to Complete

Mandatory

Application for Federal Assistance (SF-424)	Complete
Assurances for Non-Construction Programs (SF-424B)	Complete
Budget Narrative Attachment Form	Complete
Disclosure of Lobbying Activities (SF-LLL)	Complete
Other Attachments Form	Complete
Project Narrative Attachment Form	Complete

Optional

☐ [Faith Based EEO Survey](#)

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If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <div style="border: 1px solid black; height: 15px; width: 100%;"></div> * Other (Specify) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>															
* 3. Date Received: <div style="border: 1px solid black; padding: 2px;">Completed by Grants.gov upon submission.</div>		4. Applicant Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																	
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State Use Only:																			
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8. APPLICANT INFORMATION:																			
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* b. Employer/Taxpayer Identification Number (EIN/TIN): <div style="border: 1px solid black; padding: 2px;">016000004</div>		* c. Organizational DUNS: <div style="border: 1px solid black; padding: 2px;">034702670</div>																	
d. Address:																			
<table style="width: 100%;"><tr><td style="width: 15%;">* Street1:</td><td><div style="border: 1px solid black; padding: 2px;">142 FEDERAL ST STE 102</div></td></tr><tr><td>Street2:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* City:</td><td><div style="border: 1px solid black; padding: 2px;">Portland</div></td></tr><tr><td>County:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* State:</td><td><div style="border: 1px solid black; padding: 2px;">ME: Maine</div></td></tr><tr><td>Province:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* Country:</td><td><div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div></td></tr><tr><td>* Zip / Postal Code:</td><td><div style="border: 1px solid black; padding: 2px;">04101-4151</div></td></tr></table>				* Street1:	<div style="border: 1px solid black; padding: 2px;">142 FEDERAL ST STE 102</div>	Street2:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* City:	<div style="border: 1px solid black; padding: 2px;">Portland</div>	County:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* State:	<div style="border: 1px solid black; padding: 2px;">ME: Maine</div>	Province:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* Country:	<div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div>	* Zip / Postal Code:	<div style="border: 1px solid black; padding: 2px;">04101-4151</div>
* Street1:	<div style="border: 1px solid black; padding: 2px;">142 FEDERAL ST STE 102</div>																		
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* Zip / Postal Code:	<div style="border: 1px solid black; padding: 2px;">04101-4151</div>																		
e. Organizational Unit:																			
Department Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		Division Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																	
f. Name and contact information of person to be contacted on matters involving this application:																			
Prefix: <div style="border: 1px solid black; width: 80px; height: 15px;"></div>		* First Name: <div style="border: 1px solid black; padding: 2px;">Kevin</div>																	
Middle Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																			
* Last Name: <div style="border: 1px solid black; padding: 2px;">Joyce</div>																			
Suffix: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																			
Title: <div style="border: 1px solid black; padding: 2px;">Cumberland County Sheriff</div>																			
Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																			
* Telephone Number: <div style="border: 1px solid black; padding: 2px;">207-774-1444 X 2115</div>		Fax Number: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																	
* Email: <div style="border: 1px solid black; padding: 2px;">joyce@cumberlandcounty.org</div>																			

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.812

CFDA Title:

Second Chance Act Prisoner Reentry Initiative

*** 12. Funding Opportunity Number:**

BJA-2014-3773

*** Title:**

BJA FY 14 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders

13. Competition Identification Number:

BJA-2014-3775

Title:

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

Cumberland County, ME

*** 15. Descriptive Title of Applicant's Project:**

Cumberland County Project Reentry. Aims to establish a continuum of care through forensic case management and mandatory community treatment to reduce recidivism for offenders with co-occurring disorders

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="572,524.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="161,042.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="733,566.00"/>

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

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

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

☐ Yes

☒ No

Explanation

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	Cumberland County Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Cumberland, County of	Completed on submission to Grants.gov

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

[Add Mandatory Budget Narrative](#)

[Delete Mandatory Budget Narrative](#)

[View Mandatory Budget Narrative](#)

To add more Budget Narrative attachments, please use the attachment buttons below.

[Add Optional Budget Narrative](#)

[Delete Optional Budget Narrative](#)

[View Optional Budget Narrative](#)

Budget and Budget Narrative Cumberland County, ME - Project Reentry

A. PERSONNEL

There are no Federal Positions associated with Project Reentry.

Personnel (Non-Federal)

Name	Position	Computation				Cost
		Salary	Basis	% of Time	Length of Time	
Kevin Joyce	Cumberland County Sheriff	\$90,489.00	Year	10%	2	\$18,096.00
Georgia Wayne	Corizon Medical Services Health Director	\$80,000.00	Year	20%	2	\$32,000.00
Alex Kimball	Cumberland County Finance Director	\$81,619.00	Year	5%	2	\$8,162.00
NON-FEDERAL TOTAL						\$58,258.00

No federal funds are being sought to fund new positions. Sheriff Joyce will serve as the Project Manager, through in-kind contributions of four hours per week (10% FTE). Sheriff Joyce will oversee grant administration, attend weekly Steering Committee meetings to implement, review and evaluate the case planning and progress. Medical Services Director, Georgia Wayne, will contribute 20% of her time to support the enhancement of existing medical and LCSW services to include consultation with and referral to the Maine Pretrial Forensic Case Manager for further screening. Director Wayne will be acutely involved in the planning, implementation, and review of the individualized case management plans, in addition and will attend all weekly case management meetings. Finance Director, Alex Kimball, will provide weekly oversight and required reporting of the program budget.

TOTAL PERSONNEL	\$58,258.00
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B. FRINGE BENEFITS

There are no Federal Personnel Fringe benefits associated with this application.

Fringe Benefits (Non-Federal)

Description	Consumption		Cost
	Base	Rate	
Sheriff Kevin Joyce (0.1 FTE)	\$9,048.00	0.3	\$2,714.00
Corizon Medical Director Georgia Wayne (0.2 FTE)	\$8,000.00	0.3	\$2,400.00

Cumberland County Finance Director (0.05 FTE)	\$8,165.00	0.3	\$2,450.00
NON-FEDERAL TOTAL			\$7,564.00

Fringe Benefits for Cumberland County employees are calculated at 30%, representing 6.2% FICA; 1.45% Medicare; 3.32% Federal Taxes; 7.9% Retirement; 0.079% Life Insurance; and 12% Health benefits.

TOTAL FRINGE BENEFITS	\$7,564.00
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C. TRAVEL

There are no Federal Travel expenses associated with this application.

Travel (Non-Federal)

Purpose of Travel	Location	Computation							Cost
Weekly meetings of Steering Committee and trips for program services.	Travel and Training by Sheriff and Medical Director, and travel by Finance Director for budget monitoring purposes	Item	Cost Rate	Basis of Rate	Quantity	# of People	# of Trips	Costs	
		Lodging		Night					
		Meals		Day					
		Mileage		Mile					
		Transportation		Round-trip					
		Local Travel							
		Other	\$0.44		15	3	50	\$990.00	
		Subtotal							
NON-FEDERAL TOTAL									\$990.00

The Sheriff, Medical Director Wayne, and Finance Director Kimball will travel to weekly Steering Committee meetings and in-house meetings necessary to provide proper grant administration.

TOTAL TRAVEL	\$990.00
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D. Equipment

There are no Federal Equipment expenses associated with this application.

Equipment (Non-Federal)

Item	Computation		Cost
	Quantity	Cost	
Copier/Fax Machine	24	\$100.00	\$2,400.00
NON-FEDERAL TOTAL			\$2,400.00

In-kind contribution of the jail's leased copier/fax machine will be necessary to support the weekly Steering Committee meetings as well as the enhanced record keeping and reporting by the Medical. The Steering Committee will meet weekly at the jail and the jail will provide a space, copier and telephone access, and lunch. Copier, space and meals are provided in-kind at \$100 per month.

TOTAL EQUIPMENT	\$2,400.00
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E. SUPPLIES

There are no Federal Supply expenses associated with this application.

Supplies (Non-Federal)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
In Kind Contributions by Goodwill Industries of Northern New England	1	\$12,500.00	\$12,500.00
In Kind Contributions by My Sister's Keeper	1	\$76,930.00	\$76,930.00
In Kind Contributions by Cumberland County Jail	1	\$2,400.00	\$2,400.00
NON-FEDERAL TOTAL			\$91,830.00

Goodwill Industries currently provides in-kind services at the jail and will supplement these services with the addition of the grant-assigned .5 FTE Linkage Resource Specialist. Goodwill Industries will donate clothing, vouchers, and additional non-billed staff time to Project Re-entry participants during the project.

Like Goodwill, MSK currently provides services within the jail at no cost. During the course of Project Reentry MSK will continue to provide these in-kind services consisting of direct financial assistance from supporters (1,000), 3000 Volunteer hours @ \$21.79 per hour (based on current federal volunteer rate = \$65,370), moving service volunteer hours with truck (100 hours @ \$50 per hour = \$5,000), mentor and advisory training (\$56 per hour @ 10 = 560), totaling \$76,930 over the course of the project.

TOTAL SUPPLIES	\$91,830.00
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F. CONSTRUCTION

There are no Federal or Non-Federal Construction costs associated with Project Reentry.

TOTAL CONSTRUCTION	\$0
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G. CONSULTANTS/CONTRACTS**Consultant Fees (Federal)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
Kate Chichester - CCSME	Project Coordinator (0.1 FTE)	\$32.33	Hourly	416	\$13,449.00
Maine Pretrial	Forensic Case Manager (1.5 FTE)	\$33.11	Hourly	4160	\$137,738.00
Catholic Charities	Clinical Counselor (1 FTE)	\$26.21	Hourly	4160	\$109,034.00
Goodwill Industries	Vocational Counselor (0.5 FTE)	\$17.79	Hourly	2080	\$37,003.00
My Sister's Keeper	Referral Advocate Coordinator (0.1 FTE)	\$23.08	Hourly	416	\$9,601.00
Tom McLaughlin - UNE	Project Evaluator (0.1 FTE)	\$37.21	Hourly	416	\$15,479.00
SUBTOTAL					\$322,304.00

These partners are key project positions for coordination, delivery and evaluation of the services in Project Reentry. Despite high rates of behavioral health needs and corresponding referrals to services, few offenders with co-occurring disorders actually receive integrated and need-matched treatment. Too many offenders fall through the gaps upon release and never make it to or complete community support services. Unfortunately, released offenders often lack guidance in appropriate programming and fail to connect with the identified community services. Project Reentry aims to create a continuum of care by bringing together established partners from the criminal justice and behavioral fields, as well as the peer and mentoring community. Reentry planning begins at program acceptance. The relationship built during the Institutional Treatment Phase between the offenders and forensic case manager, treatment providers and the natural supports of mentors and peers who visit the jail, will create a smooth and tightly supported transition out of the jail. Project Entry's unique design involves forensic case management targeted to the individual offender and includes a multi-provider in-jail treatment program to create continuity in services for participants to ease reentry shock by leveraging established in-jail service relationships, establishing individualized case plans supported by probation terms; insuring participants receive the proper treatment, community support and monitoring upon release; thereby changing their trajectory of continued engagement with the criminal justice system. Please see Position Description Attachment for service details.

Consultant Expenses (Federal)		Computation							Cost
Purpose of Travel	Location	Item	Cost Rate	Basis Rate	Quantity	Number of People	Number of Trips	Cost	Cost
Weekly Case Management Meetings, with all program providers traveling to attend (11 attendees x 104 RT x 15 miles)	Cumberland County Jail	Lodging		Night				\$0	
		Meals		Day				\$0	
		Mileage	\$0.44	Mile	220		52	\$5,033.60	
		Transportation		Round-Trip				\$0	
		Local Travel						\$0	
		Other						\$0	
		Subtotal						\$5,033.60	\$5,034.00
Forensic Case Manager - Maine Pretrial. In-state travel for home checks, court appearances, correctional facility visits, social service collaborations. Both positions will travel extensively during the project timeline	Throughout Cumberland County and State	Lodging		Night					
		Meals		Day					
		Mileage		Mile					
		Transportation		Round-Trip					
		Local Travel							
		Other:	\$0.44		2727	2	1	\$2,399.76	
		In State Travel Subtotal						\$2,399.76	\$2,400.00

Professional Development	Attendance by services providers at mandatory trainings for certification and licensing purposes; mileage and tolls	Item	Cost Rate	Basis Rate	Quantity	Number of People	Number of Trips	Cost
		Lodging		Night				
		Meals		Day				
		Mileage		Mile				
		Transportation		Round-Trip				
		Local Travel						
		Other: In State Travel	\$0.44		30	5	20	\$1,320.00
		Subtotal						\$1,320.00
Professional Development	Attendance by MPT at Yearly National Association of Pretrial Service Agencies, location TBD, NAPSA Certification, ground transportation, parking	Item	Cost Rate	Basis Rate	Quantity	Number of People	Number of Trips	Cost
		Lodging	\$147.00	Night	3	2	1	\$882.00
		Meals	\$150.00	Day	3	2	1	\$900.00
		Mileage		Mile				\$0
		Transportation	\$514.00	Round-Trip		1	2	\$1,028.00
		Local Travel						\$0
		Other: Parking	\$200.00		1	2	1	\$400.00
		Subtotal						\$3,210.00
SUBTOTAL								\$11,964.00
FEDERAL SUBTOTAL								\$334,268.00

Each member of the Case Management Team will travel to participate in the weekly meetings held at the Cumberland County Jail in order to establish, review, implement and continually monitor individual case management plans. Weekly team members will include the Sheriff, additional jail administrators as needed, the Medical Director, and Consultants: Vocational Services (Goodwill), Mentoring Services (My Sisters Keeper), Forensic Case Manager (Maine Pretrial), Counseling Case Manager (Catholic Charities), and Evaluator Thomas McLaughlin, Sheriff Joyce, Medical Director Wayne, and Project Coordinator Chichester.

A significant amount of in-state travel is anticipated by the project team members among the service providers to ensure the continuity of and attendance by program participants in the multiple services available to and required by the individualized case management plans, including home checks, court appearances, counseling, medical management, vocational assistance, peer to peer assistance, and training, to ensure fulfillment of the breadth of services accessible to them.

TOTAL CONSULTANTS	\$334,268.00
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Contracts (Federal)

Item	Cost
Plymouth House	\$18,000.00
Rental Deposits and/or first month's rent	\$30,000.00
Medication Management and Medications	\$20,000.00
Drug Testing Supplies	\$12,600.00
Sample Analysis	\$9,000.00
FEDERAL TOTAL	\$89,600.00

The Plymouth House will provide beds to Project Reentry participants at a cost of \$1,500 per month, per program participant as needed until permanent housing is obtained. During their stay at the Plymouth House, participants are immersed in Twelve Steps programming, the best known and most consistently effective model for successful treatment of alcoholism and drug addiction. The Plymouth House will work closely with the Steering Committee. The Case Management Team has resources in this budget for providing security deposits and/or first month's rent to support permanent housing. All security deposits and first month rent payments will be paid directly to the landlord. This budget assumes an average county rent at \$750.

CCJ provides pharmacological drug services to inmates through a 24-hour medical unit. CCJ will call a two week script of psychiatric medications into the inmate's pharmacy and during the offender's transition to an individualized Intensive Level of Treatment (IPO) provider, Catholic Charities. Catholic Charities has a psychiatrist who assesses and prescribes psychotropic medications for both illness and substance abuse disorder (Medication Assisted Treatment). This budget request includes funds for psychiatric medication management and prescription costs in the community until prescription benefits can be accessed. No funds will be given directly to the enrolled participant, and will be provided directly to the agency or to pharmacies on the offender's behalf.

Maine Pretrial will coordinate drug testing supplies and sample analysis for all Project Reentry participants.

TOTAL CONTRACTS	\$89,600.00
TOTAL CONSULATNTS/CONTRACTS	\$423,868.00

H. OTHER COSTS

Other Costs (Federal)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
MIS service and repair	8	Monthly maintenance to MIS system @ 8 sites	\$150.00	24 months	\$28,800.00
Rental costs – office space	2	\$4 per sq. foot @ 150 sq. feet	\$600.00	24 months	\$28,800.00
Telephone costs of participating providers – portioned	8	Monthly telephone expenses for providers over contract, portioned	\$15.00	24 months	\$2,880.00
Internet service for participating providers – portioned	8	Monthly internet services @ 15 per month over contract	\$15.00	24 months	\$2,880.00
Cell phones	8	Monthly use of cell phones by providers over contract, portioned	\$20.00	24 months	\$3,840.00
Copier Leasing	6	Monthly leasing costs of service providers, pro-rated \$150/mo @ 24 @0.25	\$37.50	24 months	\$5,400.00
FEDERAL TOTAL					\$72,600.00

IT and general office costs are expended by the service providers in order to coordinate efficient and effective data collection, monitoring and analysis. These are customary monthly expenditures necessary to provide ongoing program services.

TOTAL OTHER COSTS	\$72,600.00
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I. INDICRECT COSTS

Indirect (Federal)

Description	Computation		Cost
	Base	Rate	
Catholic Charities	\$90,064.00	18.14	\$16,338.00
Maine Pretrial	\$189,313.00	16	\$30,290.00
Goodwill Industries of Northern New England	\$294,280.00	10	\$29,428.00
FEDERAL TOTAL			\$76,056.00

Catholic Charities has a fully executed Negotiated Agreement approving a final indirect cost rate of 18.14% for fiscal year ending 9/30/2014. DOJ letter is attached.

Maine Pre-Trial indirect costs are based on a federally approved indirect rate of 16% using the Cost Principles for Non-Profit Organizations using the Simplified Allocation Method.
Goodwill Industries bases indirect costs at 10% based upon agency allocation method.

TOTAL INDIRECT COSTS	\$76,056.00
-----------------------------	--------------------

BUDGET SUMMARY

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$58,258.00	\$58,258.00
B. Fringe Benefits	\$0	\$7,564.00	\$7,564.00
C. Travel	\$0	\$990.00	\$990.00
D. Equipment	\$0	\$2,400.00	\$2,400.00
E. Supplies	\$0	\$91,830	\$91,830.00
F. Construction	\$0	\$0	\$0
G. Consultants/ Contracts	\$423,868.00	\$0	\$423,868.00
H. Other	\$72,600.00	\$0	\$72,600.00
TOTAL DIRECT COST	\$496,468.00	\$161,042.00	\$657,510.00
TOTAL INDIRECT COSTS	\$76,056.00	\$0	\$76,056.00
TOTAL PROJECT COST	\$572,524.00	\$161,042.00	\$733,566.00

Federal Request	\$572,524.00
Non-Federal Amount	\$161,042.00
Total Project Cost	\$733,566.00

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="N/A"/> * Street 1 <input type="text" value="N/A"/> Street 2 <input type="text"/> * City <input type="text" value="N/A"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text" value="N/A"/>	7. * Federal Program Name/Description: <input type="text" value="Second Chance Act Prisoner Reentry Initiative"/> CFDA Number, if applicable: <input type="text" value="16.812"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/> * Last Name <input type="text" value="N/A"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/> * Last Name <input type="text" value="N/A"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix <input type="text"/> * First Name <input type="text" value="Peter"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Crichton"/> Suffix <input type="text"/> Title: <input type="text" value="Cumberland County Manager"/> Telephone No.: <input type="text" value="207-871-8380"/> Date: <input type="text" value="Completed on submission to Grants.gov"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Other Attachment File(s)

* **Mandatory Other Attachment Filename:**

To add more "Other Attachment" attachments, please use the attachment buttons below.

Project Abstract
County Government Agency Serving Adult Offenders
Cumberland County, ME - Project Reentry

Scope of Project: The Cumberland County, Maine Sheriff's Office, in collaboration with community organizations, seek a \$572,524.00 BJA Second Chance Act Prisoner Reentry Initiative grant to implement screening protocols; create linkages between community organizations and the correctional system through the use of forensic case managers; and initiate peer-to-peer, mentoring and criminogenic programming in the jail and community. Project re-entry aims to establish a continuum of care through forensic case management and beginning community programming in the jail, to create structure in transitions as offenders reenter the community.

Target Population: Males and females age 18 and older with co-occurring disorders who are medium- to high- risk to recidivate, who have faced, are facing or could face charges in Cumberland County and/or returning to Cumberland County Jail.

Baseline Data: Maine's current average 1 year recidivism rate of someone with a co-occurring disorder who spent time in jail prior to going on probation between 2004 and 2012 was 31.4%. Of the 2,115 inmates sentenced in 2013 to the CCJ, 29% of the CCJ inmate population receives psychotropic medications and 10% to 15% are identified as having severe mental illness. The goal of Project Reentry is to reduce recidivism rates for a target population by 35% over the course of the project.

Number Served: Integrated risk and need screening and assessment will be done for offenders identified as having co-occurring disorders by CCJ medical staff and screening further by the Project Reentry Forensic Case Manager. Approximately 100 offenders will be served through this program over two years. Program participation will be tied to a plea agreement with ME Adult Community Corrects.

Program: An existing cross-disciplinary steering committee comprised of criminal justice and behavioral health personnel, will guide and monitor the implementation of Project Reentry. Program design involves forensic case management on an individual level, as well as, allows for five partner community providers¹ to begin in-jail treatment and social programming for participants. Individualized case plans, based upon risks and needs, will include 300 hours for high risk and 200 hours for medium risk offenders of cognitive based programming. Upon release from CCJ, participants will continue their engagement with treatment, forensic case management, and medication as needed for mental health and/or substance abuse, health treatment, peer support services and/or mentoring, vocational services, community supervision and community service.

¹ Partner Providers: Catholic Charities, Me PreTrial, Goodwill, My Sisters Keeper, Portland Recovery Community

Appendix 2

Mandatory Certification and Coordination Requirement Form (Submit with the Application as an Attachment)

As the Authorized Representative of Cumberland County Sheriff's Office

I assure BJA the following:

Mandatory Certification Requirement: Service Provider Licensing/ Accreditation/ Certification Documentation: In addition, as the Authorized Representative I also assure BJA that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included within the application materials:

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification.

- Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Mandatory Coordination Requirement: I assure BJA that if my organization is not the Single State Agency (SSA) for Substance Abuse Services, and I assure and have demonstrated that the proposal has been developed in coordination with SAA support, except in the case of federally-recognized tribal government applicants.

Signature of Authorized Representative



Date

03/05/2014

Encumbrance #:
DHHS Agreement #:
Vendor/Customer #:

10A 20120509.4815

OSA-13-333

VC1000057671

PRCC

**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Agreement to Purchase Services**

THIS AGREEMENT, made this 1st day of July, 2012 is by and between the State of Maine, Department of Health and Human Services, hereinafter called "Department," and **MAINE ASSOCIATION OF SUBSTANCE ABUSE PROGRAM**, mailing and physical address 295 Water St. Augusta ME 04330, hereinafter called "Provider," for the period of July 1, 2012 to June 30, 2013.

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement.

The following Riders and Attachments are hereby incorporated into this Agreement and made part of it by reference:

- Rider A - Specifications of Work to be Performed
- Rider B - Payment and Other Provisions
- Rider C - Rider B Exceptions
- Rider D - Additional Requirements
- Rider E - Program Requirements
- Rider F - Budget; F-1 Agreement Settlement Form; F-2 Agreement Compliance Form
- Rider G - Identification of Country In Which Contracted Work Will Be Performed
- Rider I - Assurance of Compliance

WITNESSETH, that this contract is consistent with Executive Order 01 FY 11/12 or a superseding Executive Order, and complies with its requirements.

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in one original copy.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

By: [Signature]
William W. Boeschenstein, Jr., Chief Operating Officer

And

MAINE ASSOCIATION OF SUBSTANCE ABUSE PROGRAM

By: [Signature]
Ruth Blauer, Executive Director, MASAP

Total Agreement Amount: \$285,562.00

Approved: [Signature]
Chair, State Purchases Review Committee



JUN 27 2012

Encumbrance #:
DHHS Agreement #:
Vendor/Customer #:

10A 20130604*4344
OSA-14-333
VC1000057671

**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Agreement to Purchase Services**

THIS AGREEMENT, made this 4th day of June, 2013 is by and between the State of Maine, Department of Health and Human Services, hereinafter called "Department," and MAINE ASSOCIATION OF SUBSTANCE ABUSE PROGRAMS, mailing and physical address 295 Water St, Augusta ME 04330, hereinafter called "Provider," for the period of July 1, 2013 to June 30, 2014.

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement.

The following Riders and Attachments are hereby incorporated into this Agreement and made part of it by reference:

- Rider A - Specifications of Work to be Performed
- Rider B - Payment and Other Provisions
- Rider C - Rider B Exceptions
- Rider D - Additional Requirements
- Rider E - Program Requirements
- Rider F - Budget; F-1 Agreement Settlement Form; F-2 Agreement Compliance Form
- Rider G - Identification of Country In Which Contracted Work Will Be Performed
- Rider I - Assurance of Compliance

WITNESSETH, that this contract is consistent with Executive Order 01 FY 11/12 or a superseding Executive Order, and complies with its requirements.

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in one original copy.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

By: William W. Boeschstein, Jr.
William W. Boeschstein, Jr., Chief Operating Officer
And

MAINE ASSOCIATION OF SUBSTANCE ABUSE PROGRAMS

By: Ruth Blauer
Ruth Blauer, Executive Director, MASAP



Total Agreement Amount: \$285,562.00

Approved: Michael Alan Wanzel
Chair, State Purchases Review Committee

AUG 08 2013

file

Price New Contract



National Commission on
Correctional Health Care

1145 W Diversey Pkwy
Chicago, Illinois
60614-1318

773-880-1460 phone
773-880-2424 fax
www.ncchc.org

March 22, 2012

Kevin Joyce
Cumberland County Jail
50 County Way
Portland, ME 04102

Dear Mr. Joyce:

Congratulations! The National Commission on Correctional Health Care (NCCHC), upon receipt of further documentation, determined that it will continue to accredit Cumberland County Jail for its compliance with NCCHC's *Standards for Health Services in Jails*. Please find the accreditation report and Certificate of Accreditation enclosed. Your health services administrator will also receive a copy of the accreditation report.

NCCHC congratulates you on your achievement and wishes you continued success in the future. It is anticipated that the next scheduled on-site survey of the facility will occur sometime before October 2014. If we can be of assistance to you, please feel free to call us at any time.

Sincerely,

Jennifer E. Snow, MPH, CCHP
Director of Accreditation

Enclosures

cc: Edward Harrison, NCCHC President
Dianne North

*The American Correctional Association
and the
Commission on Accreditation for Corrections
awards*

ACCREDITATION

*to
Cumberland County Sheriff's Office
Cumberland County Jail
Portland, Maine*

2014-2017

*in recognition of the attainment of excellence in the operation of
an Adult Local Detention Facility*

presented this 3rd day of February 2014



Christopher B. Egan
ACA PRESIDENT

James A. Gaudin
ACA EXECUTIVE DIRECTOR



Paul J. Finner
COMMISSION CHAIR

Kathleen Beck-John
DIRECTOR, STANDARDS AND ACCREDITATION



STATE OF MAINE
Department of Health & Human Services

Certificate of Licensure

ALCOHOL & DRUG TREATMENT PROGRAM

This is to certify that the licensed entity named below is hereby granted this License in accordance with Maine law.

ISSUED TO:

CATHOLIC CHARITIES MAINE-A&D
PO BOX 10660
307 Congress St
Portland ME 04101-

I.D. #: 220362

TYPE: FULL

EFFECTIVE FROM: 08/04/2013 TO 08/04/2015

DRIVER EDUCATION EVALUATION PROGRAM-DEEP
ALCOHOL & DRUG OUTPATIENT COUNSELING
ALCOHOL & DRUG NON-RESIDENTIAL REHAB
RESIDENTIAL-ALCOHOL & DRUG

A handwritten signature in cursive script, appearing to read "Mary E. Mayhew".

Commissioner, Department of Health & Human Services

STATE RULES REQUIRE THAT THIS LICENSE/CERTIFICATE BE CONSPICUOUSLY POSTED AT THE FACILITY AT ALL TIMES.
THIS DOCUMENT IS NON-TRANSFERABLE.



CREDIBILITY • INTEGRITY • ACHIEVEMENT

COUNCIL ON ACCREDITATION

Attests That

**Catholic Charities Maine
Portland, ME**

Is

ACCREDITED

Achieving the Highest Standards of Professional Practice for the Services It Provides

Accredited Through

12/31/2017



STATE OF MAINE
Department of Health & Human Services

Certificate of Licensure

MENTAL HEALTH AGENCY

This is to certify that the licensed entity named below is hereby granted this license in accordance with Maine law.

CATHOLIC CHARITIES MAINE
PO BOX 10660
307 Congress St.
Portland ME 04104

LD. #: 220122

TYPE: FULL

EFFECTIVE FROM: 08/03/2011 TO 08/03/2014

COMMUNITY SUPPORT SERVICES

OUTPATIENT THERAPY

May E. Mayhew

Commissioner, Department of Health & Human Services

STATE RULES REQUIRE THAT THIS LICENSE/CERTIFICATE BE CONSPICUOUSLY POSTED AT THE FACILITY AT ALL TIMES.
THIS DOCUMENT IS NON-TRANSFERABLE



STATE OF MAINE

Department of Health & Human Services

Certificate of Licensure

MENTAL HEALTH AGENCY

This is to certify that the licensed entity named below is hereby granted this License in accordance with Maine law.
ISSUED TO:

CATHOLIC CHARITIES MAINE
PO BOX 10660
358 US Rt 1, Falmouth
Portland ME 04104-6060

I.D. #: 220122

TYPE: FULL

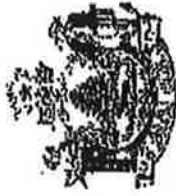
EFFECTIVE FROM: 08/03/2009 TO 08/03/2011

COMMUNITY SUPPORT SERVICES

OUTPATIENT THERAPY

Brenda M. Harvey
Commissioner, Department of Health & Human Services

STATE RULES REQUIRE THAT THIS LICENSE/CERTIFICATE BE CONSPICUOUSLY POSTED AT THE FACILITY AT ALL TIMES.
THIS DOCUMENT IS NON-TRANSFERABLE



STATE OF MAINE

Department of Health & Human Services

Certificate of Approval
ALCOHOL & DRUG TREATMENT PROGRAM

This is to certify that the licensed entity named below is hereby granted this License in accordance with Maine law.
ISSUED TO:

CATHOLIC CHARITIES MAINE-A&D
PO BOX 10660
307 Congress St
Portland ME 04101-

LD. #: 220362

TYPE: FULL

EFFECTIVE FROM: 08/03/2009 TO 08/03/2011

DRIVER EDUCATION EVALUATION PROGRAM-DEEP ALCOHOL & DRUG NON-RESIDENTIAL REHAB
ALCOHOL & DRUG OUTPATIENT COUNSELING

Theresa M. Hawley
Commissioner, Department of Health & Human Services

STATE RULES REQUIRE THAT THIS LICENSE/CERTIFICATE BE CONSPICUOUSLY POSTED AT THE FACILITY AT ALL TIMES.
THIS DOCUMENT IS NON-TRANSFERRABLE

National Association of Pretrial Services Agencies

Certificate of Accreditation

Maine Pretrial Services, Inc.
Augusta, Maine

Is hereby recognized by the National Association of Pretrial Services Agencies
to have met the requirements and standards of Accreditation under

NAPSA's Standards for Pretrial Release Screening and Supervision

January 1, 2013 through December 31, 2015

Cherise Fanno Burdeen

NAPSA President

John Clark

NAPSA Education Committee



spin wTM

Service Planning Instrument for Women

This is to acknowledge that

Kelly Dell'Aquila

Director of Services
My Sister's Keeper

Successfully Completed
SPIn-W Training

David Robinson, Ph.D.

April 30, 2013




orbis

solutions for the helping professions

Appendix 3

Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under the Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders Program, my organization will collect unique identifiers for each program participant, will collect recidivism indicator performance data, and will submit all such data upon the end of the grant period via the Bureau of Justice Assistance Performance Measurement Tool. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.



Signature

Sheriff

Title

03/12/2014

Date



UNIVERSITY OF
NEW ENGLAND

Westbrook College
of Health Professions

School of Social Work

Portland Campus
716 Stevens Avenue
Portland, ME 04103
(207) 221-4503 T
(207) 221-4719 F

March 12, 2014

Review Committee
Bureau of Justice Assistance
Second Chance Act program

RE: Letter certifying no conflict of interest

Dear Review committee,

Please accept this letter as documentation that I have no conflict of interest in conducting an independent evaluation and assessment of this project. I have no relationships with any of the project partners or with the Cumberland County Sheriff's Office.

If you need any further information, please feel free to contact me.

Regards,

A handwritten signature in black ink, which appears to read "Thomas Chalmers McLaughlin". The signature is fluid and cursive.

Thomas Chalmers McLaughlin, PhD



U.S. Department of Justice

Office of Justice Programs

Office of the Chief Financial Officer

Washington, D.C. 20531

June 13, 2013

Eric Westgate
Catholic Charities Maine
307 Congress Street
P.O. Box 10660
Portland, ME 04104-6060

Dear Mr. Westgate:

Enclosed is your fully executed Negotiated Agreement approving final indirect cost rate of **18.14%** for fiscal year ended **09/30/12** and a provisional indirect cost rate of **18.14%** for fiscal year ending **09/30/2014**.

If you have any questions, please contact me at (202)305-7782.

Sincerely,


Zandra Thompson, Staff Accountant
Grant Financial Management Division
Office of the Chief Financial Officer

Enclosures

EXPENDITURE ADJUSTMENT ANALYSIS

Grant No:

Final Rate Period:

Final Rate:

<u>Quarter Period</u>	<u>Rate Reported</u>	<u>Base</u>	<u>Federal Share</u>
-----------------------	----------------------	-------------	----------------------

Total federal share =

Total base x final rate = (____)

Over (under) recovery =

Instructions: After each quarter is reported in this format, apply the total base to the approved final rate. Compare the total federal share amount to the amount calculated using the approved final rate.

NEGOTIATED AGREEMENT
Non-Profit Institutions

Institution: Catholic Charities Maine
307 Congress Street
P.O. Box 10660
Portland, ME 04104-0606

Date: May 6, 2013

Filing Ref: This document replaces the negotiated agreement dated **April 20, 2012**.

Subject: The indirect cost rate(s) contained herein is for use on grants and contracts with the Federal Government subject to the conditions contained in Section II.

SECTION I: RATES

Indirect Costs

<u>Type</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Locations</u>	<u>Applicable To</u>
	<u>From</u>	<u>To</u>			
Final	10/01/04	09/30/05	9.43%*	All	All Programs
Final	10/01/05	09/30/06	17.85%**	All	All Programs
Final	10/01/06	09/30/07	17.74%**	All	All Programs
Final	10/01/07	09/30/08	20.32%**	All	All Programs
Final	10/01/08	09/30/09	19.35%**	All	All Programs
Final	10/01/09	09/30/10	18.61%**	All	All Programs
Final	10/01/10	09/30/11	18.75%**	All	All Programs
Final	10/01/11	09/30/12	18.14%**	All	All Programs
Provisional	10/01/12	09/30/14	18.14%**	All	All Programs

****Base:** Total direct cost salaries.

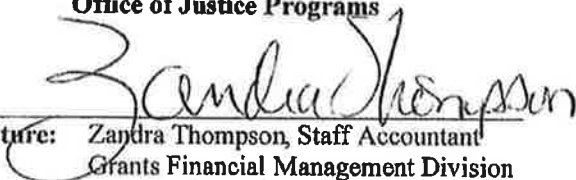
***Treatment of Fringe Benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs.

***Base: Payroll Expenses**

SECTION II: GENERAL

- A. Limitations:** Use of the rate(s) contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost pool as finally accepted and that such costs are legal obligations of the grantee/contractor and allowable under the governing cost principles; (2) that the same costs that have been treated as indirect costs are not claimed as direct costs; (3) that similar types of costs have been accorded consistent accounting treatment; and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.
- B. Accounting Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was prepared and the agreement was negotiated. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this rate(s) require the prior approval of the office responsible for negotiating the rate(s) on behalf of the Government. Such changes include but are not limited to changes in the charging of a particular type of costs from indirect to direct. Failure to obtain such approval may result in subsequent cost disallowance.
- C. Reimbursement:** Indirect cost reimbursement on all awards will be determined based upon indirect cost rates established for the fiscal period in which the applicable direct expenditures are incurred.
- D. Notification to Federal Agencies:** Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.
- E. Special Remarks:** Federal programs currently reimbursing indirect costs to this Department / Agency by means other than the rate(s) cited in this agreement should be credited for such costs and the applicable rate cited herein applies to the appropriate base to identify the proper amount of indirect costs allocated to the program.

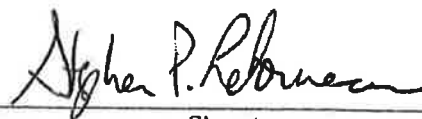
U. S. Department of Justice
Office of Justice Programs


Signature: Zandra Thompson, Staff Accountant
Grants Financial Management Division

6/4/13

Date

Catholic Charities Maine



Signature

Stephen P. Robineau CEO
Name and Title (print or type)

5/28/13

Date

Negotiated by: Zandra Thompson
(202)305-7782

POSITION DESCRIPTION (Project Reentry)
THIS IS A GRANT FUNDED POSITION

POSITION TITLE: PROJECT COORDINATOR

ORGANIZATION: CO-OCCURRING COLLABORATIVE SERVING MAINE

GENERAL SUMMARY OF DUTIES:

Plan, implement and monitor the activities, operations and reporting of Project Reentry. Other responsibilities include overseeing contracted personnel of the Cumberland County Sheriff's Department, Chair the Project Reentry Steering Committee, and provide communications and publicity for Project Reentry as needed. The Project Director works closely with key members of Project Reentry to ensure that the timeline, deliverables and reporting are complete and submitted.

RESPONSIBILITIES:

1. Plan, oversee and manage activities of Project Reentry
 - a. Strategic planning
 - b. Develop, support and monitor activities of Project Reentry
 - c. Facilitate meetings of the partners and communication
 - d. Organize and monitor committee structures & activities
 - e. Interface with CCSO and County Finance manager
 - f. Communicate with the Feds and the BJA technical assistance as required
 - g. Attend grantee meetings as required
 - h. Oversee completed MOUs for consultant positions
 - i. Oversee supervisors of hires
 - j. Complete planning and implementation guides as required
 - k. Chair Project Reentry steering committee, produce and disseminate minutes and recruit and retain membership
2. Oversee and manage reporting
 - a. Report through Grant Management Reporting the activities and data from the project as required
 - b. Work with the contractors and the Sheriff's department to obtain needed reports
3. Public Relations and Marketing Activities
 - a. Public speaking and communications
 - b. Attend community meetings with stakeholders as needed external to the grant

POSITION DESCRIPTION (Project Reentry)
THIS IS A GRANT FUNDED POSITION

POSITION TITLE: FORENSIC CASE MANAGER

ORGANIZATION: MAINE PRETRIAL SERVICES

GENERAL SUMMARY OF DUTIES:

The Reentry Case Manager will have primary reentry preparation (pre-entry) responsibilities as well as primary community supervision (post-reentry) responsibilities. Community case management will be intensive and forensic.

DUTIES AND RESPONSIBILITIES:

The Reentry Case Manager will perform the following duties:

- Receive referrals from MPS staff, inmates, jail staff, treatment providers, probation, attorneys, public;
- Interview referrals as well as all eligible candidates, prioritizing Cumberland County Correctional Facility;
- Independently verify information gathered in interviews, completing verification forms for all candidates;
- Provide reentry partners (Cumberland Sheriff's Office, Catholic Charities, My Sister's Keeper, etc) with any and all work product (AC-OK, TCU-II, MHSF III, and LSI-R SV) associated with pending referrals;
- Perform a criminal history background check for each eligible candidate, consistent with protocol established by Cumberland County Sheriff's Office (III, SBI, NCIC), as needed;
- Provide eligible inmates with a thorough explanation of program rules and benefits from pre-entry and re-entry services;
- Develop detailed release contracts for release and reentry;
- Perform transition planning, including, but not limited to, providing linkages to housing, medication, outpatient substance abuse and/or mental health treatment, employment, education, and self help programs;
- Assist program participants with public entitlements;
- Attend treatment appointments with program participants as necessary;
- Serve as liaison between participants and service providers;
- Assist in connection of participants to peer mentors and other community support services;
- Perform community based supervision and monitoring, including but not limited to office visits, home visits, bail checks, drug and alcohol testing, and linkages to probation;
- Data inputting and maintenance for case management programming;
- Interface with project coordinator regarding PMT data;
- Collaborate with all grant partners;
- Collaborate with Cumberland County MPS team, as well as other co-workers in the agency;

- Attend Reentry Steering Committee meetings as instructed;
- Attend monthly staff meetings;
- Obtain NAPSA certification;
- Obtain training in use of agency recommended tools, including but not limited to AC-OK, TCU-II, MHSF III, LSI-R, LSI-R SV, ODARA, and MPRAI;
- Attend supervision as directed by immediate supervisor;
- Observe Maine Pretrial Services' employee handbook, code of ethics, and policy and procedures;
- Follow all policies, procedures, and protocols as set forth by Cumberland County Sheriffs Office.

REPROTS TO: Cumberland County Maine Pretrial Services Supervisor

INTERFACE: Cumberland County Jail (CCJ) administration and staff; Reentry project partners (included but not limited to Catholic Charities, CCSME, My Sisters' Keeper, local law enforcement, City of Portland, Adult Community Corrections, University of New England Evaluator, etc).

POSITION DESCRIPTION (Project Reentry)
THIS IS A GRANT FUNDED POSITION

POSITION TITLE: CLINICAL COUNSELOR II, COUNSELING SERVICES.

ORGANIZATION: CATHOLIC CHARITIES MAINE

DEFINITION:

The Clinical Counselor II is the professional person responsible for providing addictions counseling and psychotherapy to individuals, couples, and families.

EDUCATION QUALIFICATIONS:

The Clinical Counselor II shall have a minimum of a Master's degree in a social service related field and be minimally credentialed at the independent practice level as a Clinical Professional Counselor Conditional (LCPC) or a Licensed Master's Social Worker (LCSW) as defined by the licensing board(s) of the State of Maine. And must also have Co-occurring expertise, and either a Licensed Alcohol and Drug Counselor (LADC), a Certified Alcohol and Drug Counselor (CADC), or 60 hours of approved alcohol and drug education and one year clinical practice in a substance abuse program.

PERSONAL QUALIFICATIONS:

The Clinical Counselor II shall demonstrate the ability to function within the moral teaching of the Catholic Church, shall demonstrate adherence to the NCCC Code of Ethics and NASW Code of Ethics; shall have warmth, flexibility, sensitivity, and an ability to relate well to a variety of individuals.

GENERAL EXPECTATIONS:

- Be committed to the mission of the Agency.
- To understand and work within the Catholic Charities Maine Personnel, Accounting, Administrative Personnel, Accounting, Administrative, and Service Area Policies and Procedures.
- Work in harmonious relationship with all Agency staff and community.
- To accept shared responsibilities and authority with other team members to successfully accomplish the goal of each team of which he or she is a member.
- Perform duties in a conscientious, cooperative manner.
- Perform required amount of work in a timely fashion with a minimum of errors.
- To assure quality in work performed in order to facilitate the delivery of quality services.
- Be punctual for scheduled work and use time off appropriately.
- To follow Catholic Charities USA's Code of Ethics, and, inasmuch as they are congruent with these, to follow applicable professional codes of ethics. In addition, to comply fully with all relevant licensing, certification, accreditation and legal standards as required by the agency, contracts, Medicare, Medicaid (MaineCare), HIPAA, and other applicable federal, state, and local laws and regulations.

PRIMARY RESPONSIBILITIES:

The primary responsibilities of this position include, but are not limited to, the following:

- Assess and evaluate client needs.
- Develop and implement a treatment plan for each client.
- Provide the client with information and education regarding her/his rights, area resources, and means of access.
- Participate in required quality assurance activities.
- Assess and respond to changes in client's condition.
- Ensure adequate transition towards termination or referral to other services.
- Assure confidentiality and rights of clients.
- Make decisions within the legal and ethical bounds of profession and accepted clinical practice.
- Respond appropriately to emergencies or unexpected situations.
- Know and adhere to the agency's and program's Policies and Procedures.
- Be an advocate for clients.
- Participate in scheduled meetings.
- Maintain clinical records according to program policies and procedures.
- Complete and submit accurate schedules, records and reports in a timely fashion.
- Respond to requests from external agencies when appropriate.
- Demonstrate a professional demeanor.
- Participate in community activities when appropriate.
- Prepare and participate in regularly scheduled supervision.
- Seek additional supervision or consultation as necessary.
- Implement decisions arrived at in clinical supervision.
- Participate with supervisor in creating staff development plan, which ensures compliance with licensing and accreditation requirements.
- Supervise graduate students.

SECONDARY RESPONSIBILITIES:

The secondary responsibilities of this position include, but are not limited to, the following:

- Be responsible for the coordination of volunteer services in the Therapist Searchline Program.
- Accept and perform other duties as assigned.

STAFFING REPORTING RELATIONSHIP:

The Clinical Counselor II reports directly to the Clinical Director.

POSITION CODE: 081

SALARY CODE: 07

FLSA: Prof. Exempt, LTD Eligible

POSITION DESCRIPTION (Project Reentry)
THIS IS A GRANT FUNDED POSITION

POSITION TITLE: REFERRAL/ADVOCATE COORDINATOR

ORGANIZATION: MY SISTER'S KEEPER

GENERAL SUMMARY OF DUTIES:

Manages My Sister's Keeper referral process for mentees, development and matching of mentors/mentees, initial meetings, and is involved in services planning and the connection with transitional services as defined in the service/case plans. Works in partnership the Cumberland County Jail and Service Providers as outlined by grant proposal. Reports to and is overseen by the Director of Services of My Sister's Keeper

RESPONSIBILITIES:

1. Responsible for the referral process
 - a. Receives referral requests for mentoring services from the Cumberland County Jail and Service Providers as well as others.
 - b. Obtains necessary information via MSK application and team networking
 - c. Makes decisions with oversight from the Director of Services of My Sister's Keeper
2. Responsible for the development of service plans on information provided by potential mentee and follow up with service providers
3. Development of resources and transition services
 - a. Connects mentee to available resources that address the barriers to employment, housing, treatment cents and basic needs as appropriate.
 - b. Will work closely with Goodwill Industries of Northern New England Vocational specialist to address employment skills and placements
4. Makes Matches between Mentee and Mentors
 - a. Follows up with references and preferences from the mentee candidates
 - b. Matches a women with a mentor and sets up initial meeting and shares necessary intake information to support mentoring relationship
 - c. Reviews covenant agreements and receives mentor summary activity logs completed by the mentors monthly
5. Participates in mentoring support, learning and business meetings on a regular basis
6. Provides and supports coordination across systems.
 - a. Attends team meeting with service providers, mentee and others as appropriate

Will work with the Director of Services to maintain and obtain data for evaluation purposes for purpose of effective programming and for the purpose of the Project Re-Entry.

POSITION DESCRIPTION (Project Reentry)
THIS IS A GRANT FUNDED POSITION

POSITION TITLE: WS LINKAGE RESOURCE SPECIALIST

ORGANIZATION: GOODWILL INDUSTRIES OF NORTHERN NEW ENGLAND

JOB SUMMARY:

Provides Workforce Solutions services for customers experiencing barriers to employment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Represents the Agency in all interactions with other members of the Goodwill community and with the general public, displaying courtesy, confidentiality, consideration, and discretion.
2. Recognizes the need for, and actively promotes, the belief that safety is one of the most important concerns for the Agency. Works closely with the Director of Safety and Asset Protection and the Manager of Safety to insure that Goodwill Industries of Northern New England will be among the leaders of workplace safety in the country.
3. Develops and provides job assessments for participants as outlined in their service plan.
4. Develops employment opportunities to participants as outlined in their service plan.
5. Maintains accurate and timely documentation in case records, service unit reports, timesheets, assessment hiring and reporting, etc.
6. Contributes towards the accomplishment of team performance indicators and goals.
7. Establishes new and maintains current business development accounts/partnerships.
8. Surveys all customers for service satisfaction on an ongoing basis and makes change in service delivery depending on response trends.
9. Seeks opportunity to develop skills and knowledge. Maintains all necessary certifications.
10. Performs duties in accordance with applicable Federal and State safety regulations and the Agencies and Programs philosophy, policy and procedure: respects the confidentiality of service recipients and customers.
11. Contributes to a team effort by demonstrating a positive attitude and by accomplishing individual goals and providing support and information to employees and managers as needed.
12. Demonstrates a philosophy that is consistent with the goals and mission of WorkForce Solutions services.
13. Demonstrates flexibility by adapting to changes in program and schedule to meet the needs of service recipients and program.
14. Markets to referral sources to develop and maintain an adequate caseload to ensure appropriate service delivery.
15. Exhibits sound and accurate judgment evidenced by identifying problems, reviewing aspects with appropriate staff and managers and developing timely and alternative solutions.
16. Actively participates in the development of the employment service plan.
17. Coordinates services for participants with other internal and external programs, service providers and community organizations.
18. Communicates effectively, timely and courteously with all agency customers, colleagues and other service providers.
19. Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree preferred
- Commensurate work experience in business, human services, or other related fields.
- Demonstrated ability to use a personal computer, to include; e-mail, Internet and Microsoft Office software.
- Excellent verbal and written communication skills.
- Demonstrated ability to perform basic math skills, to include; addition, subtraction, multiplication, division, fractions and percentages.
- Reliable transportation and proof of insurance.
- Valid driver's license permitting operation of a vehicle, with a satisfactory driving record
- Criminal background check that meets Agency standards

SUPERVISORY RESPONSIBILITIES

None

RESPONSIBILITY FOR AGENCY RESOURCES

Agency computer, cell phone, purchase card-if applicable

PHYSICAL ENVIRONMENT

Duties are performed in offices, other businesses, and community settings. Some duties may be performed in a secure prison setting or minimum security setting. Some travel is required.

PHYSICAL EFFORT/OCCUPATIONAL RISKS

This is a physically active position with some lifting involved, may involve up to 35 lbs.

Climbing, stooping, walking, standing and driving are frequently required. Occupational risks are the following:

1. Exposure to outside weather and hazardous road and walking conditions while moving between businesses and assisting at worksites.
2. Driving self in automobile with exposure to hazards both urban and rural.
3. Challenging behavior.

HEPATITIS B VIRUS (HBV) & HUMAN IMMUNODEFICIENCY VIRUS (HIV)

Position does not normally involve exposure to blood, body fluids or tissues; however, position may require unplanned tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them. Second Chance Act Adult Mentoring and Transitional Services for Successful Reentry Program CFDA #16.812 Co-Occurring Collaborative Serving Maine tective measures will be available as needed This description is not intended to be exhaustive of all responsibilities, duties and skills required of the personnel so classified. It is a description of general nature and level of work being performed by employee assigned to this classification.

POSITION DESCRIPTION (Project Reentry)
THIS IS A GRANT FUNDED POSITION

POSITION TITLE: PROJECT EVALUATOR

ORGANIZATION: UNIVERSITY OF NEW ENGLAND

GENERAL RESPONSIBILITIES:

1. Collect and analyze demographic, economic, social and program data.
2. Conduct research using qualitative and quantitative methods.
3. Communicate with government agencies, program providers, and other organizations regarding recidivism rates.
4. Assist with the preparation of reports and presentations.

ESSENTIAL JOB FUNCTIONS:

1. Collect, enter, clean, and analyze social, demographic, economic and program data for a variety of issues as it relates to the program goals and objectives.
2. Assist in preparing reports, presentations, and other print and electronic products that make complex topics, data, and analysis understandable to a variety of audiences using narratives, tables, graphs, and maps in support of the project.

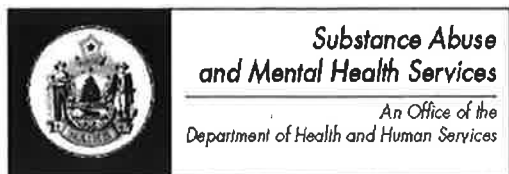
Project Timeline

Cumberland County, ME - Project Reentry

Goal	Objective	Activity	Completion Date	Responsible Person
Decrease recidivism rate by 35% for medium and high risk offenders who have COD currently incarcerated in the Cumberland County Jail	Establish program structure, programing, policies	<ul style="list-style-type: none"> Steering committee expanded to include all key stakeholders and begin monthly meeting Completion of the Planning and Implementation Guide MOUs established between the CCSO and partners Policies and procedures developed for providers and participants in the project Evaluator to secure IRB approvable for research Data collection tools defined and developed 	Within 2 months	CCSO grant manager, CCSME Project Coordinator and partners Project evaluation
	Establish staffing for the project	<ul style="list-style-type: none"> Recruit, hire, orient and train staff: 1.5 FTE Maine Pretrial Forensic Case Managers, 0.5 FTE Goodwill Vocational Specialist, 1 FT Catholic Charities Counselor Orient staff who will be working with the partnership to the project: Adult Community Corrections (specialized probation officer), My Sister's Keeper Referral Coordinator, Portland Recovery Community peer, CCSO include medical Services 	Within 2 months	Supervisors within Maine Pretrial Services, Goodwill Industries of Northern New England, Catholic Charities Counseling Services Supervisors within Adult Community Corrections, My Sister's Keepers, Portland Recovery Community Center, CCSO and medical services

Goal	Objective	Activity	Completion Date	Responsible Person
	Identify and enroll up to 100 high risk (high to medium) offenders with COD	<ul style="list-style-type: none"> Screening/referral processes initiated Assessment, team decision making processes initiated Enrollment of offenders 	Within 2 months and on-going throughout the project	CCSO, Medical, Maine Pretrial with key partners Catholic Charities, probation
	Coordinate institutional and community services to engage, support and divert offenders away from future incarceration in a 24 month period	<ul style="list-style-type: none"> Case plans developed with offenders and referrals, coordination and monitoring begun- including random drug testing once released Institutional programing begun: Motivational enhancement/CBT and criminogenic groups, peer to peer engagement (mentee mentor matches made, introduction to peers), vocational assessments Pharmacologic services implemented to those that need it Community Treatment offered: IOP with groups, mentoring, peer to peer activities, criminogenic groups, continued or implementing pharmacologic interventions, vocational skill building and job development Weekly project team meeting to coordinate services and planning for offenders 	Within 3 months and on going	CCSO grant manager, CCSME Project Coordinator and partners- CCSO, ME Pretrial Services, Probation, Catholic Charities, Goodwill, MSK, Portland Recovery Center
	Of the 100 inmates who enter the program 70% will engage in community based	<ul style="list-style-type: none"> Continued ongoing assessment, planning and monitoring of case plans and revising as needed Collection of data and 	Ongoing case management Continuous data collection	Maine Pretrial with key partners Catholic Charities, probation, Plymouth House, Portland Recovery

Goal	Objective	Activity	Completion Date	Responsible Person
	services including case management, co-occurring treatment, workforce development, peer to peer activities and housing stabilization	quartering <ul style="list-style-type: none"> • Community Treatment • Peer to Peer • Vocational Services, community service, employment 	Quarterly reporting of data	Community, MSK
	Of the 100 inmates who enter the , 80% will be enrolled in entitlement programs within 3 months of release from incarceration	<ul style="list-style-type: none"> • Enrollment in entitlement programs including but limited to health exchange marketplace, Medicaid 	Within 3 months	Maine Pretrial Forensic Case Manager, Portland Public Health Navigator
	Of the 100 inmates who enter the program, 70% will successfully complete all aspects of the program within 12 months	<ul style="list-style-type: none"> • Ongoing monitoring of case plan based upon the risk and needs assessment, required hours of programing, drug free testing and successful completion of probation and participant contracts 	12 months from enrollment	Maine Pretrial Forensic Case Manager, Probation with Catholic Charities Counselor
	Of the 70 inmates who complete program 35% will not recidivate with new crimes within 12 months of completion of the program	<ul style="list-style-type: none"> • Collection of Recidivism data • Data collection, analysis and evaluation for process improvements of the project 	Quarterly collection of jail recidivism data on all inmate who participate in the program Quarterly data review, evaluation	CCSO, Project Evaluator
	Sustainability of project	<ul style="list-style-type: none"> • Steering Committee to evaluation systems and procedures and look at ways to institutionalize processes that are working • Disseminate finding to SAS, Board of Corrections 	Monthly meeting of the steering committee, on going meetings of key stakeholders across the State	Grant Manager, Project Coordinator, Project Evaluator, Partners, Steering committee members



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services
Substance Abuse and Mental Health Services
41 Anthony Avenue
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-2595; Fax: (207) 287-4334
TTY Users: Dial 711 (Maine Relay)

March 7, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

The Department of Health and Human Services (DHHS) office of Substance Abuse and Mental Health (SAMHS) supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community.

DHHS/SAMHS is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. Two Intensive Case Managers (ICMs) from DHHS have been assigned to the Cumberland County Jail for many years and will continue to be for the foreseeable future. The ICMs are doing release planning using the APIC model with the mentally ill and co-occurring inmates at the Cumberland County Jail. We look forward to a collaborative relationship and many referrals to this new program.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,

Guy R. Cousins, LCSW, LADC, CSS
Director, Maine Office of Substance Abuse and Mental Health Services



February 26, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

The Co-Occurring Collaborative Serving Maine (CCSME) supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

CCSME is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. CCSME has the capability and experience to provide project management of this project in order to bring the partners together to plan, implement and monitor a successful project. CCSME has chaired a cross correctional and human service committee that has been meeting since 1998 and has been instrument in building collaboration and partnerships. This committee will be the Steering Committee for Project Reentry.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Chairing the Steering Committee of Project Reentry;
- Supporting and monitoring the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,

Catherine S. Chichester, APRN, BC
Executive Director



*Providing help and
creating hope in Maine*

**Most Rev. Robert P.
Deeley, J.C.D.**
President

David Madore
Chair

Stephen P. Letourneau
Chief Executive Officer

307 Congress Street
P O Box 10660
Portland ME 04104-6060

T. (207) 781-8550
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www.ccmaine.org

February 24, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

**RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring
Substance Abuse and Mental Health Disorders FY 2014**

Dear Sheriff Joyce:

The Behavioral Health Network of Catholic Charities Maine supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence-based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence-based screening and assessment, develop targeted evidence-based interventions to address criminal risk and enhance natural supports of mentoring and peer-to-peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

More specifically, our Substance Abuse and Mental Health Counseling program (formerly Counseling Services) is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County.

Our program has been a leader in providing behavioral health counseling in the greater Portland area for more than twenty years. Specifically, the program has worked with the offender population both while incarcerated, in the community and with the Cumberland County Drug Court. We adhere to the American Society of Addiction Medicine Patient Placement Criteria, and offer Outpatient and Intensive Outpatient services at our Portland campus. Residential services for men are an option as well at our Auburn campus. We provide individual and group services, employ multiple evidenced based practices, and provide access to medication assisted treatment and psychiatric services within our program. Our staff is comprised of master's level clinicians who are licensed in the substance abuse field as well. Both the program and its leadership has participated in multiple community



collaborative initiatives and is both respected and known as experts in the field of addiction treatment and recovery.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,



Stephen P. Letourneau
Chief Executive Officer
(207)781-8550
www.ccmaine.org



Paul R. LePage
GOVERNOR

STATE OF MAINE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADULT SERVICES, REGION I
107 WASHINGTON AVENUE
PORTLAND, MAINE 04101
(207) 822-0806



Joseph Ponte
COMMISSIONER
Lisa K. Nash
REGIONAL ADMINISTRATOR

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

February 18, 2014

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

Adult Community Corrections (Probation and Parole) supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

Adult Community Corrections is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. Our support can include attending Project Reentry meeting and providing information and expertise on the LSI-R and the SPIN-W, both of which are validated risk assessment tools used in the state of Maine. In addition, we can offer additional information regarding many offenders and make referrals based on our knowledge and experience. Finally, we can assist with case management and supervision of clients who are on probation and in Project Reentry. As you know, probation and parole have been committed to collaborating with other agencies to work towards common goals for many years.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,

A handwritten signature in cursive script, reading "Lisa K. Nash". The signature is written in dark ink and is positioned below the word "Sincerely,".

Lisa K. Nash
Regional Correctional Administrator



280 Ocean House Road
Cape Elizabeth, Maine 04107
mysisterskeeper@ceume.org

February 18, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

My Sister's Keeper supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders while and after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

My Sister's Keeper is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. My Sister's Keeper (MSK) is a network of volunteers from Greater Portland and the Southern regions of Maine who have been assisting women released from corrections to re-enter the community since 1999. The MSK model uses a lay mentoring relationship with material and other resource assistance from the greater community and multi faith-based organizations. The goal of MSK is to reduce the recidivism rate by providing humanitarian and material support to women in transition from corrections back to the community.

My Sister's Keeper has a long history of collaborating with the Cumberland County Jail, area social service agencies, recovery programs and mental health and substance abuse programs.

With a history in the Cumberland County Jail since 1999, MSK will continue to work as a team with other partners to elevate services provided to women especially within the mentoring arena, on-going facilitation of gender specific programming such as "Moving On" for medium to high risk women offenders and building and maintaining a positive method for re-entry for both men and women. MSK also is trained in administering the Service Planning Instrument for Women (SPIn-W™) and has had training in understanding criminal risk screening and assessment tools.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,



Kelly Dell'Aquila
Director of Services
My Sister's Keeper
207-712-5962

**MAINE PRETRIAL SERVICES, INC.
175 LANCASTER STREET, SUITE 375
PORTLAND, MAINE 04101
www.maineptretial.org**

February 20, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders
FY 2014

Dear Sheriff Joyce:

Maine Pretrial Services, Inc. supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

Maine Pretrial Services, Inc. is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. Maine Pretrial Services is a not for profit organization that is committed to providing pretrial services, post conviction alternatives and diversion options throughout the state of Maine. Our current work includes pretrial release and supervision, adult and family drug court case management, co-occurring and veterans court case management and reentry planning and supervision. Maine Pretrial Services has operated in Maine for over 30 years.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,



Elizabeth A. Simoni, J.D.
Executive Director



Industries of Northern New England
75 Washington Avenue, Suite 300 • Portland • ME • 04101

phone 207.774.6323 V/TTY
fax 207.761.8460

www.goodwillnne.org

March 10, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

Goodwill Industries of Northern New England supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

Goodwill is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. With a part time position within this grant proposal, Goodwill will provide vocational programming within Cumberland County Jail, community based job development, individual work readiness counseling, vocational assessments and participate in committee and planning meetings. Goodwill will also accept referrals to workforce programming as appropriate for occupational skills training through other program initiatives.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and

Edgar J. Helms, Jr., Board Chair

Anna Eleanor Roosevelt, Chief Executive Officer



Goodwill Industries of Northern New England is an equal opportunity / affirmative action employer and provider.

- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Cantz', with a long horizontal line extending to the right.

Richard Cantz

Senior Vice President, Strategic Development and Public Policy



**UNIVERSITY OF
NEW ENGLAND**

**Westbrook College
of Health Professions**

School of Social Work

Portland Campus
716 Stevens Avenue
Portland, ME 04103
(207) 221-4503 T
(207) 221-4719 F

February 28, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring
Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

The University of New England, School of Social Work, Center for Research and Evaluation supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

Dr. Thomas Chalmers McLaughlin is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. Dr. Chalmers McLaughlin will serve as independent project evaluator.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Regards,

A handwritten signature in dark ink, reading "Thomas Chalmers McLaughlin". The signature is written in a cursive style with a long horizontal flourish at the end.

Thomas Chalmers McLaughlin, PhD
Associate Professor
Codirector of the center for research and evaluation



March 4, 2014

A recovery
retreat dedicated
to teaching the
Twelve Steps

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

The Plymouth House supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

The Plymouth House is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. The Plymouth House is dedicated to teaching the life-changing principles and practices of the Twelve Steps while offering a safe and healthy environment for recovery from addiction. The Twelve Steps has helped millions to overcome their addictions, remain sober, and enjoy full, productive lives.



www.ThePlymouthHouse.com



A recovery
retreat dedicated
to teaching the
Twelve Steps

At The Plymouth House, clients are immersed in the Twelve Steps, the best known and most consistently effective model for the successful treatment of alcoholism and drug addiction. The AA Big Book is required reading for everyone in our program. In addition to Step Work, our curriculum includes a variety of educational groups and attendance at AA and NA meetings. Opportunities for exercise and relaxation include hiking, and workshops in yoga and meditation.

Fees for residents will be \$1500 per month

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,

John Buro
Program Manager
The Plymouth House Sober Living
116 Walton Street
Portland, Maine 04103



www.ThePlymouthHouse.com



February 18, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

The Portland Recovery Community Center (PRCC) supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

The Portland Recover Community Center is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. The Portland Recovery Community Center supports those who are recovering from alcohol and drug related problems, from every recovery pathway; and family members and friends of people struggling with addiction. The Portland Recovery Community Center is a peer to peer support center. All activities are free of charge. The center provides a space and atmosphere for people to come together with the common thread being recovery.

There are peer lead recovery groups as well as social activities. The Portland Recovery Community Center opened January 23rd, 2012.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,



Stephen Cotreau
Program Manager
Portland Recovery Community Center
469 Forest Ave
Portland, Maine 04101
207-553-2575



My Brother's Keeper

February 28, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

My Brother's Keeper supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

My Brother's Keeper is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. My Brother's Keeper is a mentoring program in Cumberland County, Maine that provides consistent and caring volunteer mentors for men transitioning from incarceration to community. Our goal is to support and guide participants in developing the attitudes and skills that will help them be successful in obtaining employment and improving their personal and family lives. MBK began operating in 2011 out of a small faith-based grant. The program is

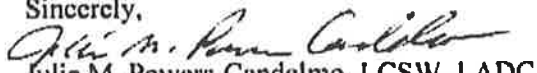
coordinated by one part-time staff and mentors come from the community, are vetted and trained, and then matched with mentees based on personal characteristics and goals. On-going support is provided to mentors and mentees as they develop their relationship.

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,



Julie M. Powers-Candelmo, LCSW, LADC

Program Coordinator

My Brother's Keeper



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Health & Human Services Department
Douglas S. Gardner, Director

Public Health Division
Julianne A. Sullivan, MPH, MBA, Director

February 27, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

**RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring
Substance Abuse and Mental Health Disorders FY 2014**

Dear Sheriff Joyce:

On behalf of the City of Portland Health and Human Services Department's Public Health Division, I am pleased to offer our commitment to partner with the Cumberland County Sheriff's Office in submitting a Project Reentry proposal to implement an integrated criminal justice and behavioral health system to benefit adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery, and reduce recidivism among program participants. This collaboration will benefit these underserved, uninsured, and underinsured people in the County.

The Public Health Division's Minority Health Program (MHP) addresses the health issues and needs of all minority communities in Cumberland County. MHP has linked people to needed health and social services and improved community health through Community Health Outreach Workers (CHOWs) and clinical partnerships since 2003. Recently they have begun enrolling community members into the Federal Health Insurance Marketplace as part of the Affordable Care Act.

As our community works together to improve health and reduce health care costs it is imperative that organizations join forces to help develop models for a new system of care. By joining this effort, our organization pledges to offer its support to the Sheriff's Office to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse.

Our commitment to the Project Reentry project includes:

- Assisting with access to the racial, ethnic language communities using the Community Health Outreach Worker (CHOW) initiative
- Assisting clients with enrollment in the Federal Health Insurance Marketplace

Public Health Division
389 Congress Street, Portland, Maine 04101 Ph (207) 874-8784 Fax (207) 874-8913 www.portlandmaine.gov

- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward to the successful receipt of the grant and the implementation the project.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Sullivan", with a stylized, cursive script.

Julie Sullivan, MPH, MBA
Director, Portland Public Health Division

Portland, Maine



Yes. Life's good here.

Portland Police Department
Michael J. Sauschuck
Chief of Police

March 4, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

Dear Sheriff Joyce:

The Portland Police Department strongly supports the Cumberland County Sheriff's Office Second Chance Project to reduce recidivism among offenders with co-occurring substance abuse and mental health disorders. This project will enhance collaboration across the criminal justice, mental health, and substance abuse treatment systems leading toward more effective use of scarce resources and improved provision of treatment to program participants.

As the largest city in Maine, Portland is the population, economic, and transportation center for the entire state. It is also a magnet for those suffering from mental illness and substance abuse issues. The Portland Police Department responds to more than 3,000 calls per year involving persons suffering from mental illness and many more involving persons under the influence of drugs and/or alcohol. Many of these calls involve repeat offenders who transition from public disorder type crimes and theft to more serious crimes including armed robbery and assaults.

The Department has been at the forefront of implementing specialized response to individuals suffering from mental illness for almost two decades. As one of just six nationally recognized Criminal Justice and Mental Health Learning Sites, we employ several mental health professionals as co-responders and our entire sworn force has received Crisis Intervention Training (CIT). Although we have made great strides in emphasizing diversion from the criminal justice system, there is no question that a significant portion of the 3,000+ arrests we make each year involve persons suffering from co-occurring disorders. With minimal to no treatment during incarceration, these offenders quickly return to the streets of Portland only to begin the cycle again.

Recognizing the importance of providing a full array of services and treatment to offenders before and after they transition back in to the community, the Portland Police Department is fully

prepared to support the collaborative efforts necessary to make this program a success. We are prepared to participate in meetings, share information and resources, and lend whatever expertise we can to this all important effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Sauschuck", written in a cursive style.

Michael J. Sauschuck

Chief of Police

MJS/llw

**DEPARTMENT OF VETERANS AFFAIRS
Maine VA Health Care System
1 VA Center
Augusta, ME 04330**



March 6, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

VA Maine Healthcare System's Veterans Justice Outreach Program supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.

VA Maine Healthcare System's Veterans Justice Outreach Program is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County.

The Veterans Justice Outreach Program (VJP) collaborates with the Cumberland County criminal justice system, to

- identify eligible veterans
- provide information and assessment services to eligible veterans
- link veterans to VA substance abuse, mental health or, primary health care services
- refer and link veterans to VA and community programs that will help support readjustment and encourage adherence to treatment
- Provide short –term case management services when indicated

A MEMBER OF THE VA NEW ENGLAND HEALTHCARE SYSTEM

We are committed to contributing to Project Reentry by:

- Working closely with other organizations and the Cumberland County Sheriff's Office;
- Participating in the Steering Committee of Project Reentry;
- Supporting the delivery and coordination of services and natural supports in the community; and
- Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,

Anne Archibald, LCSW
Veterans Justice Outreach Coordinator
VA Maine Healthcare System



Volunteers of America
Northern New England, Inc.

February 28, 2014

Sheriff Kevin Joyce
Cumberland County Sheriff's Office
36 County Way
Portland, Maine 04102

RE: Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders FY 2014

Dear Sheriff Joyce:

Volunteers of America, Brackett Street supports the Cumberland County Sheriff's Office proposal, Project Reentry, to partner with stakeholders across the criminal justice and behavioral health systems in order to implement evidence based services for adults with co-occurring substance abuse and mental health disorders after incarceration to reduce substance use, assist with recovery and reduce recidivism among program participants as they transition into the Cumberland County community. This project will enhance collaboration, promote effective evidence based screening and assessment, develop targeted evidence based interventions to address criminal risk and enhance natural supports of mentoring and peer to peer support for offenders with mental illness and/or co-occurring mental illness and substance abuse. Through increased collaboration across systems and the more effective use of scarce resources, recidivism, public safety and the lives of people with significant challenges can be improved.


Volunteers of America, Brackett Street is fully prepared to support the collaborative efforts necessary to provide a full array of services and supports for offenders with mental illness and/or co-occurring mental illness and substance abuse re-entering from the Cumberland County Jail into Cumberland County. The Brackett Street program is designed to halt the cycle of homelessness, incarceration and hospitalization by not only providing housing that is safe and affordable, but also by meeting clients where they are and supporting them to move through a non-linear program of recovery focusing on the particular conditions each one is facing. By offering structured evidence-based programming and life-skills training combined with a supportive, qualified staff team, men in our program can and do leave the viscous cycle behind and reach their highest level of safe and independent living in the community. They do this with a significantly decreased risk of relapse, recidivism and re-institutionalization, and become more stable and contributing members of society.

We are committed to contributing to Project Reentry by:

- **Working closely with other organizations and the Cumberland County Sheriff's Office;**
- **Participating in the Steering Committee of Project Reentry;**
- **Supporting the delivery and coordination of services and natural supports in the community; and**
- **Engaging in strategic planning to ensure long-term systems change and sustainability for Project Reentry.**

We value the collaborative efforts that are needed to meet the complex needs of those involved with the criminal justice system. We look forward the successful receipt of the grant and the implementation the project.

Sincerely,


Julie M. Powers-Candelmo, LCSW, LADC
Program Manager, Brackett Street
Volunteers of America

Project Narrative File(s)

*** Mandatory Project Narrative File Filename:**

[Add Mandatory Project Narrative File](#)

[Delete Mandatory Project Narrative File](#)

[View Mandatory Project Narrative File](#)

To add more Project Narrative File attachments, please use the attachment buttons below.

[Add Optional Project Narrative File](#)

[Delete Optional Project Narrative File](#)

[View Optional Project Narrative File](#)

1. Statement of Problem

Recidivism in Cumberland County, Maine. Over the last 10 years, the number of inmates in Maine's county jails has nearly doubled. Contributing factors are the increase of pretrial defendants and their average length of stay, the increase in the number of offenders violating the terms of their probation, and an increase in the sentenced population.¹ In recent years, there has been an increase in the numbers of offenders released into the community accompanied by a corresponding increase in re-offending rates in Maine. Additionally, a significant and growing number of persons in the justice system have co-occurring substance abuse and mental health disorders.² In 2008, Maine Pretrial Services (MPS), bailed over 800 people in Cumberland County, approximately four times more than any other county in Maine; 90% received referrals to substance abuse services and 58% received referrals to mental health services.

Men and women who leave the corrections system have fewer employment opportunities, experience more trauma, have disrupted family relationships, experience parenting and reunification issues, have disruptions in health insurance, and overall have less social capital to support their return to the community after incarceration. The difficulty in transitioning into the community is reflected in statewide recidivism rates of 24% for new criminal charges, and 46% for both new criminal charges and technical violations after one year while on probation.

Given the raise in recidivism, Cumberland County Sheriff's Office (CCSO), in collaboration with eleven community service organizations, seek to plan and implement a comprehensive reentry program for medium- to high-risk offenders with co-occurring substance abuse and mental illnesses. "Project Reentry" will implement screening protocols; create linkages between community behavioral health organizations and the correctional system through the use of

¹ Report of the Corrections Alternative Advisory Committee, December 2006

² Peters, R.H., Bartoi, M.G., & Sherman, P.B. (2008). Screening and Assessment of Co-Occurring Disorders in the Justice System. Delmar, NY: CMHS National GAINS Center

forensic case managers; and initiate peer-to-peer, mentoring and criminogenic programming in the jail and community. For purposes of the project, recidivism will be defined as a new arrest for an alleged criminal offense within 1 year of successful program completion. Between 2004 and 2012, Maine's current average 1 year recidivism rate for someone with a co-occurring disorder who spent time in jail prior to going on probation was 31.4%, and the rate for individuals without co-occurring disorders was 25.5%.³ The goal of Project Reentry is to reduce recidivism rates for our target population by 35% over the course of the two year project.

Jurisdiction Served. This project will serve Cumberland County, Maine. In 2007, the Cumberland County Jail (CCJ) booked 11,872 individuals (which included 1,820 sentenced, 1,247 on pretrial status, and 350 probation hold).⁴ The CCJ functions as a full-service correctional facility, housing all levels of offenders, both male and female, until their charges are adjudicated. It also has custody and control of many state prisoners assigned there for the final two years of their sentences.

Cumberland County is Maine's largest and most densely populated county with nearly 310,000 residents and growing at a rate of 5.4%. The greater Portland area of the County is a racially diverse region, with a large and expanding immigrant and refugee population. Approximately 11% of the Cumberland County population lives below the poverty level.⁵ Social service programs continue to face cuts from the state and federal governments. At the end of 2012, \$13.4 million in cuts were ordered to Maine's Department of Health and Human Services (DHHS) budget as part of a \$35.5 million curtailment order. These cuts included \$2.2 million in reduction for state contracts with providers that serve people with substance abuse problems and mental

³ Recidivism rates derived from an eight year probation cohort sample from jails across Maine.

⁴ Cumberland County Jail statistics, 2007.

⁵ US Bureau of Statistics, 2006.

illness. It is expected that as services and funding continue to be reduced, incarceration will increase; placing additional strain on Maine's already overcrowded jail system.

Baseline Data. Of the 2,115 inmates sentenced to CCJ in 2013, 23% were females and 77% were males. Of those incarcerated, 77.49% had less than 3 month sentences, 9.69% had 3 to 6 month sentences, 7.34% had 6 to 9 month sentences, and 5.44% had 9 to 18 month sentences. In addition, 29% of the CCJ inmate population receives psychotropic medications and 10% to 15% are identified as having severe mental illness. Over half of the justice-involved women are identified as having substance abuse and mental illness. The 2008 screening of positive trauma, based on COSII AC-OK, indicated 75.5% among women and 50% among men.⁶

Current Services. Despite high rates of behavioral health needs and corresponding referrals to services, few offenders with co-occurring disorders actually receive integrated and need-matched treatment. Too many offenders fall through the gaps upon release and never make it to or complete community support services. The jail identifies medium to high risk offenders through the medical intake process. The inmate is screened by a nurse for substance abuse, mental health and medical problems. Any urgent or emergent issues are treated and the jail's licensed clinical social workers (LSCW) make appropriate referrals for medical care, counseling, and crisis assessment. Release and re-entry planning is established by LCSW's and Department of Health and Human Services (DHHS) intensive care managers (ICMs). Unfortunately, released offenders often lack guidance in appropriate programming and fail to connect with the identified community services. Project Reentry aims to create a continuum of care through forensic case management and beginning community programming in the jail, to create structure in transitions.

⁶ COSII ACOK Screening, Hornby Zeller 2008

2. Program Design

The purpose of Project Reentry is to reduce recidivism in medium and high risk offenders with co-occurring disorders by identifying incarcerated, pre- and post-conviction individuals with mental health and co-occurring disorders and enrolling them in evidence-based programs which include peer support and mentoring services. Project Reentry's unique design involves forensic case management targeted to the individual offender and includes a multi-provider in-jail treatment program to create continuity in services for participants to ease reentry shock by leveraging established in-jail service relationships, establishing individualized case plans supported by probation terms; insuring participants receive the proper treatment, community support and monitoring upon release; thereby changing their trajectory of continued engagement with the criminal justice system. Goals have been established among Project Reentry's planning partners to include: (1) identifying 100 medium- to high-risk inmates with co-occurring disorders using risk and need screening and assessments; (2) developing individual based forensic case management plans that strategically create a pathway to address participants' risks and needs; (3) establish "carrot and stick" probation contracts; and (4) coordinating institutional and community service programs that begin in the jail and carry out into the community based on the individualized program design. Project Reentry will pursue the following three objectives:

(1) Reduce recidivism of the individuals with co-occurring disorders who are at medium and high risk to recidivate; (2) Increase awareness and access to correctional-based and community-based transition programs for co-occurring offenders; and (3) Increase the quantity and quality of co-occurring treatment and community natural supports services available to offenders with co-occurring disorders.

Project Reentry will implement these objectives by completing its planning activities and working with established partners from both the criminal justice and behavioral fields as well as from the peer and mentoring community. The Second Chance Act Steering Committee (Steering Committee) will guide Project Reentry and meet weekly. It includes representatives from the CCSO, Corizon Medical Services, Maine Adult Community Corrections, Maine Pretrial Services (MPS), Co-Occurring Collaborative Serving Maine (CCSME), Goodwill of Northern New England (Goodwill), DHHS ICMs, Portland Community Recovery Center (Recovery Center), Catholic Charities Counseling Services (Catholic Charities), University of New England evaluator, My Sisters Keeper (MSK), and other stakeholders including other behavioral health, domestic violence, and academic programs. Project Reentry has been reviewed by Maine DHHS, Substance Abuse and Mental Health Services' correctional steering committee and executive management team, who support our submission.

Planning Activities. The Steering Committee will utilize the first two months to complete the Planning and Implementation Guide, a strategic plan, Memorandums of Understanding (MOUs) that define roles and relationships among the partnership, policies and procedures for the program providers and participants, and hire for the positions as needed. The strategic plan will address the 14 required elements and gaps in the reentry process. The completed plan will serve as a baseline for coordination and implementation. Services will begin at the participant identification phase and continue up to 12 months after successful participant completion of the program. The criminogenic models of “Thinking for a Change” and “Moving On” for women will be implemented in the jail community and offenders will transition to those groups in the community. Catholic Charities has committed to Motivational Interviewing groups in the jail and offenders will transition into the intensive level of treatment (IOP) in the community to create

continuity in care. Similarly, a model for peer-to-peer groups in the jail and community will be identified and adapted on a case-by-case method to address participants' needs. Protocols will be established for screening, assessment and referral, housing, medication, vocational assessments and training, and enrollment in health care programs. Participant case plans will be reviewed weekly by the Reentry Team and Steering Committee.

Implementation Activities.

Target Population. The target population is those individuals age 18 and older with co-occurring substance abuse and mental illness who are medium to high risk to recidivate, who have faced, are facing or could face charges in Cumberland County and/or returning to CCJ. The targeted population must have incarceration sentences of at least 30 days, and/or have a minimum of 9 months probation after release. We project to serve 100 participants over two years. Project Reentry serves both men and women through this project with an approximate distribution of 70% men and 20% women. Preferential admission will be granted to inmates that have records of chronic homelessness or are women.

Qualifying for Services. The inmate will clear several screening processes to assess eligibility. First, an inmate will receive a medical screening and treatment for urgent or emergent issues with referral by the jail's medical provider during intake and processing. If the inmate screens positive for co-occurring disorders Maine Pretrial Services' (MPS) forensic case manager is notified to screen further and determine the risk level of the inmate. The defendant would be screened using LSI-SV and LSI-R to gauge needs, as well as the AC-OK, TCII and MHSIII to screen for substance abuse, mental health, and trauma. As screenings are completed and eligibility and willingness is determined, all information will be presented to the Reentry Team for final consideration for entry into the program. Upon acceptance into the program, Adult Community Corrections would determine an agreement which would release the participant into

the Reentry Program as a condition of probation. The agreement would state that should the participant fail to complete the program, the matter would be returned to court for a violation hearing. Adult Community Corrections will work with MPS and other participants to develop a participation contract which would include individualized conditions and obligations of the defendant while in the program. The contract will be reviewed in explicit detail with the defendant; copies will be signed and distributed to all parties involved.

Program. Once participants have been identified through the screening process and agree to the conditions of the program, MPS begins individualized program case planning which includes an institutional treatment component and a community based component. Individualized case plans, based upon risks and needs, will include 300 hours for high risk and 200 hours for medium risk offenders of cognitive based programming and case plans that provide 40% to 70% of their free time in structured delineated activities for 9 to 12 months.

Institutional Treatment. The institution administered program is a minimum of 3 weeks where structured, group exercises are administered for 1.5 hours twice a week. Individualized treatment programming will include the following components: *Enhancing Intrinsic Motivation:* Catholic Charities administered group treatment is focused on enhancing motivation to change with the goals to increase cognitive recognition of the problem, affective expression of concern about the perceived problem, developing change talk, and optimism about one's ability to change.

Cognitive Behavior/Criminogenic Groups: Participants will be introduced to staff from MSK and MPS who will be administering their respective evidence-based programs, “Moving On” and “Thinking for a Change” during Community Treatment. These programs address many risk factors and cognitive behaviors that lead to criminal behavior. *Pharmalogical Drug Services:* CCJ provides medical services to inmates through a 24-hour Medical Unit for physical, mental,

and dental health care. Corizon is accredited through the National Commission for Correctional Health Care to provide prescription medication to inmates. Peer-to-Peer Relationships: CCJ currently runs domestic violence, Alcoholics Anonymous, Narcotics Anonymous, and educational classes, which selected participants may attend based on individualized case plans. Additionally, MSK connect female participants with mentors. Finally, Recovery Center will meet with participants and introduce the free community recovery services offered for alcohol and drug related problems. Vocational Services: Goodwill will meet and assess participants for readiness of vocational training.

Transitioning. Reentry planning begins at program acceptance and will continue by MPS' forensic case managers at release. MPS will ensure that participants have housing, transportation and a scheduled treatment plan aligned with risk needs before release. The relationships built during the Institutional Treatment Phase, between the offenders and forensic case manager, treatment providers and the natural supports of mentors and peers who visit the jail, creates a smooth and tightly supported transition out of the jail.

Community Treatment. Upon release, participants will continue engagement with treatment and forensic case management. The initial phase will include a comprehensive psychosocial assessment and assignment to a 5 week IOP of 9 hours per week with an additional 3 hours or more a week of individual therapy and programs identified below. The IOP is designed to continue in the spirit of enhancing motivation to change, as well as facilitation in developing more psychological flexibility increased mindfulness, recognizing avoidance strategies and their cost, value identification and commitment, and healthy/recovery behaviors' skills development. As participants complete the IOP, risks and services required will be reassessed. Enhancing Intrinsic Motivation/Cognitive Behavior Programs: The 300 and 200 hour continuation of the

program in the community will be based in part on the Pathways Curriculum from Kennebec County, ME Criminogenic Addiction Recovery Academy Program. Catholic Charities has an MOU with the County as a step down program in Androscoggin and Cumberland Counties and has constructed an IOP to continue meeting the goals of that model as well as increasing Mindfulness based Cognitive Therapy and Acceptance and Commitment Therapy skill development. Following IOP, participants would continue in Differential Substance Abuse Treatment (DSAT) that is inclusive of the ongoing infusion of ACT principles. Depending on risk assignment, clients will participate in either level 3 or level 4 of DSAT, correlating to 3 hour groups, twice a week during the intensive phase and stepping down to 2 hour groups twice weekly at maintenance phase. In addition clients will continue appropriate levels of individualized treatment and other specialty groups such as Seeking Safety, Anger Management, or Responsible Choices offered by Catholic Charities. Criminogenic Groups: MSK and MPS will begin providing their evidence based programming. MSK's "Moving On" program addresses many risk factors that can lead to a women's criminal behavior. It provides women with alternatives to criminal activity by helping them identify and mobilize personal and community resources. MPS' "Thinking for a Change" program, designed for medium and high risk offenders, includes cognitive restructuring, social skills development, and development of problem solving skills. It uses a combination of approaches to increase offenders' awareness of self and others. Pharmalogical Drug Services: For individuals on psychiatric medications, the CCJ Psychiatric nurse practitioner will call 2 weeks of medication into the inmate's pharmacy or give the inmate a 2 week prescription, to allow the inmate time to follow up with a provider in the community. Peer-to-Peer Relationships: MSK will continue to provide peer-to-peer mentor services for participants. Recovery Center will provide free of charge recovery activities

including: peer recovery support meetings, sharing groups, 12 step meetings, peer mentoring programs, telephone Recovery Support, and recovery Coaching, etc. Vocational Services:

Goodwill will continue vocational programming based on assessments conducted in the jail.

Service Delivery Accountability. Project Reentry brings together multiple agencies and resources to develop and implement individualized treatment for medium- to high-risk offenders with co-occurring substance abuse and mental illness. Many of the participating organizations have coordinated services before and have MOU's regarding coordination of services. As part of the planning phase, the Steering Committee will update and establish new MOU's with participating organizations. As part of the MOU, all providers involved in a participant's treatment will attend weekly case planning meetings, led by MPS's forensic case manager, to update the group on milestones or issues the participant is having in the program. These weekly meeting will be used to evaluate candidates for the program as well as discuss programmatic adjustments to reflect the changes in participant needs. Additionally, the service providers will have constant contact throughout the week via telephone and email, should immediate action or updates be needed.

3. Capabilities, Competencies, and Coordination

Project Reentry will build upon existing collaborative partnerships as well as local and statewide strategic initiatives. Members of the Steering Committee have worked together for many years and will hold weekly meetings to oversee, strategically plan and make system recommendations. Individual offender services will be overseen and coordinated by MPS as they are the hub organization in screening and creating individualized treatment programs for coordinating services. MPS also has an established database for monitoring participant progress and data collection which will be leveraged as part of monitoring participant progress.

Cumberland County Sheriff's Office: Cumberland County Sheriff, Kevin Joyce, will serve as Grant Manager. The Sheriff and the County's financial staff will be responsible for budget

monitoring and reporting. Sheriff Joyce will participate in the steering committee meetings. Additionally, the medical unit at CCJ will provide medical services to inmates through Corizon Health Services. Corizon is accredited through the National Commission for Correctional Health Care and have been providing medical care to the inmates of the Cumberland County Jail since November 1, 2001. CCSO is not a current recipient of funds from other BJA administered programs.

Co-Occurring Collaborative Serving Maine: The CCSME is a statewide non-profit organization of an alliance of agencies and stakeholders who work to improve services for people affected by co-occurring issues involving mental illness and substance abuse. The Executive Director has worked with CCSO to develop diversion programs and co-led a SAMHSA grant that created a forensic ACT Team, an expanded Memphis Crisis Intervention Team (CIT) and a 6-bed residential treatment program. The Executive Director will be the Project Coordinator of Project Reentry, assuring that grant goals are met, facilitating steering committee meetings, overseeing planning and implementation guide, oversee completed MOUs, program policies and coordination, and interface with appropriate staff and Grants Management Reporting.

Adult Community Corrections: The Department's mission is to reduce the likelihood that offenders will re-offend by providing evidence-based programs and services that hold the offenders accountable. The DOC has been an innovator in the implementation of the LSI-R for all offenders and works to match offenders with appropriate treatment. Probation Officers will set the terms of enrolling in the program for identified participants and monitor their progress as they complete and leave the program.

Maine Pretrial Services: MPS functions in eleven Maine counties and provides arraignment screenings and risk assessment, pretrial release and supervision, community confinement release

programming, deferred disposition and administrative release supervision, and case management to each of Maine's problem solving courts. MPS will dedicate 1.5 FTE forensic case managers to assist in identifying participants and crafting and coordinating individualized treatment programs, which include community supervision and drug and alcohol testing.

Catholic Charities Substance Abuse and Mental Health Counseling Services: Catholic Charities provides substance abuse and co-occurring services to those individuals who are experiencing immediate problems with the misuse of alcohol and/or drugs, or family members who need assistance in stabilizing the family unit that contains an *active* alcohol/drug abuser. Catholic Charities staffs an Auburn and Portland campus. Both facilities are licensed by the state of Maine in Mental Health and Substance Abuse and hold a national accreditation through the Council on Accreditation. CCMCS's Clinical Counselor II and team will provide the evidenced based practices previously presented.

Goodwill of Northern New England: Goodwill has an 80-year history of providing innovative services that eliminate barriers to opportunity and help people in need reach their fullest potential through the power of work. Last year, Goodwill served over 30,000 individuals through job training and placement, career counseling, youth employment opportunities, brain injury programs and other community support services for people with disabilities. Similar services will be provided to participants of Project Reentry.

My Sisters Keeper: The interfaith mentoring program assists women to transition safely and successfully from incarceration to the community. As a Partner, MSK offers nondenominational, secular mentoring services to women, as well as co-facilitate "Moving On" cognitive based relational groups for women offenders in the community.

University of New England (UNE): UNE’s School of Social Work, Center for research and evaluation devotes its work to the integration of research, evaluation and social service in Maine. Its focus is on developing community partnerships and evaluative models which employ scientific social science methods and protocols to evaluative program and service delivery systems. The Center has conducted local and statewide assessment with a specialization on social service delivery systems and their relationship with emergency services such as law enforcement. Dr. Thomas McLaughlin, the center’s co-director, has worked in evaluating projects of this size and scope for 15 years. Dr. McLaughlin will serve as the independent research evaluator on this project.

4. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data

Upon notification of the grant award, the evaluator will complete application to the UNE’s institutional Review Board which will outline, in detail, the evaluation methods, procedures for data collection and informed consent of the project participants. Once approved, the IRB will serve as the research compliance and human subject’s protection monitor for this project.

Data collection, monitoring and analysis. Each participant within the program will be assigned a unique identifier which will be common to all members of the project. Service providers will complete a contact information sheet on each encounter with program participants at each encounter. Additionally, program participants will complete informed consent and release of information forms at intake which will allow the researcher to gather data from the court system, community service providers, including mental health and substance abuse data, and jail records. Data from the courts and community providers will be collected on a quarterly basis to the evaluator.

Evaluation Objectives/Outcomes

Activity/Outcomes	Evaluation	Analysis	Data	Stakeholder
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Identify up to 100 medium- to high-risk inmates within two years.	Did the project identify 100 medium- to high-risk inmates?	Quantitative	Review of intake records and inmate demographic.	involvement Identifying appropriate screening tools.
Coordinate institutional and community services to engage, support and divert offenders away from future incarceration in a 24 month period.	Are key staffs able to implement the models?	Qualitative	Annual evaluations	Stakeholder satisfaction is measured regularly.
Objectives	Evaluation	Analysis	Data	Stakeholder involvement
Of the 100 inmates who enter the program, 70% will engage in community based services including case management, COD integrated counseling, addiction counseling, and workforce development.	Successful community services engagement will include collaborating with case managers, individualized programming and reporting. Success is defined as participants meeting integration goals within the plan 90% of the time.	Analysis of progress notes and community integration plan	Qualitative	Development of community integration plan and follow up protocols.
Of the 100 inmates who enter the program, 80% will be enrolled in entitlement programs within 3 months of release from incarceration.	Did inmates qualify for and were enrolled by the case manager in entitlement programs?	Quantitative (number of inmates enrolled and qualified for entitlement programs.)	Entitlement applications and % of total enrollees	Development of tracking mechanisms and protocols
Of the 100 inmates who enter the program, 70% will successfully complete all aspects of program within 12 months.	Did 70% of program participants complete the program in 12 months?	Quantitative and qualitative	Progress notes, completion data and community level data related to community integration	Development of tracking mechanisms and protocols, provide data to the evaluator for analysis.
Of the 70 inmates who complete the program, 35% will	Did 24 inmates complete the program and have not been	Quantitative	Number of inmates who were convicted	Development of tracking mechanisms

not recidivate within 12 months of completion.	readmitted to the jail after 12 months in the community?		and returned to the jail after program completion	and protocols, provide data to the evaluator for analysis.
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Identify existing barriers to collaboration between criminal justice and behavioral health.

Barriers between data collection courts, criminal justice and social service providers include accessing confidential information and record management. As a work around, program participants, as a condition of their participation, will need to sign release of information forms to include all service related data and data collection. This information would then be used by all service providers and the evaluator to assess the programs overall effectiveness and impact.

Stakeholder support and service coordination. The evaluator will monitor stakeholder support and service coordination through the continual evaluation of the ability for the project to meet its goals and objectives, modifying the program as needed and disseminating the results of the project within and outside of Maine.

Activity/Outcomes	Evaluation	Analysis	Data	Stakeholder Involvement
Carry out on-going process/program reviews in conjunction with Steering Committee. Utilize external evaluations to design and carry out necessary modifications.	Are key staffs able to implement the models?	Qualitative	Annual evaluations	Stakeholder satisfaction is measured regularly.

Program Sustainability. As part of the planning and implementation guide, MOU's will be developed to establish rules, policies, and expectations for both service providers as well as participants. Individual participant success stories will be shared with the Steering Committee, program providers and stakeholders to better streamline effective services. Evaluation results will be shared with the Maine Supreme Court, the Board of Corrections and Legislature to garner additional support and sustainability.

Summary Page

- 1. Applicant Name:**
Southeast Rural Community Assistance Project, Inc.
- 2. Applicant Address:**
104 South Congress Street
Winnsboro, SC 29180
- 3. Applicant Telephone Number:**
(803) 815-0334
- 4. Applicant Contact:**
Russell Rice
Email: rrice@sercap.org
Phone: (540) 345-1184
- 5. Applicant Fax:**
(803) 815-0124
- 6. Applicant County:**
Fairfield County, SC
- 7. Applicant Congressional District:**
SC-005
- 8. Amount Requested:**
\$250,000
- 9. Number of Recipients:**
9

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Project Overview

Southeast Rural Community Assistance Project, Inc. (SERCAP) is the progenitor and the southeastern member of Rural Community Assistance Partnership (RCAP), a national network of six environmental technical assistance providers serving small rural water and wastewater utilities. Each year, SERCAP initiates over 175 new projects to improve the environmental health, economic sustainability, safe drinking water treatment and distribution and wastewater infrastructure in rural communities.

Under an RCDI Grant, SERCAP proposes to provide specialized technical assistance focused on water and wastewater utility management to the Towns of Norway, Calhoun Falls, Ridge Spring, Summerton, Eastover, Lockhart, Chesnee, Whitmire, and the Mitford Rural Water District of Fairfield and Chester, all located in South Carolina. Five of the recipients (Norway, Calhoun Falls, Summerton, Lockhart and Mitford Rural Water District) are located in Strike-Force Counties. The training and technical assistance will facilitate these entities in identification and assessment of current water and/or wastewater assets, GIS mapping of those assets, and the development of Fiscal Sustainability Plans (FSP) for their utility.

SERCAP's Training and Technical Assistance program will assist individual water and wastewater communities and utilities prepare for and begin the complex work of identification of specific assets, evaluation of the condition of current assets, forecasting the maintenance and replacement options for each asset, including GIS mapping of system components for use in identification and repair/replacement. Due to budget restraints, training limitations and personnel constraints, the identified small rural communities and water utilities are not able to undertake Asset Management and Fiscal Sustainability Programs much less develop GIS programs for their utilities. The basic principles on which SERCAP's Technical Assistance Program is built are: (1) educating the water and wastewater utility on the merits of the program; (2) providing technical assistance in the identification of critical assets; and (3) participating in the development of a valid Fiscal Sustainability Plan. At the end of the technical assistance program seven water asset management plans, asset location GIS maps and FSPs will be produced and seven water asset management plans, asset location GIS maps and FSPs will be produced. These activities will establish a framework in each recipient community for protecting the environment, partnering for success, stimulating the marketplace, and promoting sustainable operations of their wastewater utilities and water treatment facilities.

Evaluation Criteria

A. Building Capacity and Expertise

A.1. Financial and technical assistance to be provided and activities that will be conducted

Effectively managed and properly operated water and wastewater utilities are vital to the success of the communities in which we live and work. In today's economy, local governments and utilities of all sizes are expected to have the education and technical capability to efficiently run a system while being forced to tighten their belts. Meanwhile, there is turnover in staff and systems continue to age and equipment is in dire need of repair or replacement. Small, low-income, rural communities often struggle to a greater degree to provide core services, due to budget, training and personnel constraints. Very few, if any, small low-income rural communities are fully aware of the location of their assets and, therefore, cannot adequately plan for operations and maintenance. To address this need, SERCAP has developed a customized water and wastewater Training and Technical Assistance program, focusing on rural water and wastewater utilities with populations of 50,000 or less, with a priority on utilities of 2,500 or fewer residents. This customized training and technical assistance program enables recipients to develop the skills to identify and assess current water and wastewater assets, GIS mapping of those assets, and develop Fiscal Sustainability Plans (FSP) for their utilities.

SERCAP has selected nine recipients to receive technical assistance. All recipients are located in South Carolina and include the Towns of Norway, Calhoun Falls, Ridge Spring, Summerton, Eastover, Lockhart, Chesnee, Whitmire, and the Mitford Rural Water District of Fairfield and Chester. See [Appendix 16](#) for Project Location Map. Five of the recipients (Norway, Calhoun Falls, Summerton, Lockhart and Mitford Rural Water District) are located in Strike-Force Counties. Each recipient was selected based on need, readiness and capacity to receive targeted assistance, and level of interest and potential to undertake and benefit from a technical assistance project targeted toward self-sustainability. All of the recipients lack an asset management and fiscal sustainability plan, and have very limited knowledge, or no knowledge, of asset locations or associated mapping of the assets. In fact, both the Town of Norway and Calhoun Falls' wastewater systems have been identified by USDA-RD South Carolina State Office as being non-sustainable with a probable need for a significant wastewater rate increase. It is SERCAP's objective that at the end of the training and technical assistance program that recipients will: (1) be educated on the value of asset management and FSP; (2) be armed with asset management and FSP best practices; (3) have a clear understanding of existing assets, operations and maintenance needs; and (4) have created a well-developed and sustainable asset management and FSP. Ultimately, the goal of the training and technical assistance is to have recipients establish a framework for protecting the environment, partner for success, stimulate the marketplace, and promote sustainable operations of their water and wastewater utilities.

There will be three primary components of this training and technical assistance program. The components include: (1) Fiscal Sustainability Training Workshop; (2) Fiscal Sustainability Plan Onsite Assistance; and (3) Fiscal Sustainability Plan Development Assistance.

The **Fiscal Sustainability Plan Training Workshop** will use SERCAP's experienced Technical Assistance Providers (TAPs) to offer workshops to educate the local community and utility personnel on the intricacies of developing asset management plans, GIS mapping solutions and Fiscal Sustainability Plans. SERCAP will offer an organized approach, using various existing tool kits. The tool kits will be used to train water and wastewater operations personnel on skillsets and foundational topics such as water and wastewater systems operations, maintenance and sustainability, environmental policy and regulations, as well as assist with preparing and explaining research and supporting stakeholder involvement. These trainings will take the form of workshops and localized one-on-one meetings which contain a core of topics that can be amended by the instructor to fit any nuances that differentiate an entity. These workshops are conceptually developed as individual sessions, but can also be developed in webinar format for future use. Content will be provided by knowledgeable presenters with the use of technical/trade reports, literature, and slide presentations/ interactive webinars. See [Appendix 15](#) for SERCAP Staff Bios for more on their experience and expertise. SERCAP is also pioneering the use of social media to keep recipients and beneficiaries of its project water and wastewater utilities informed on the latest advances in water and wastewater treatment as well as providing information on new EPA or State environmental agency regulatory changes.

The technical platform from which the workshops will be conducted will be based on EPA's Check Up Program for Small Systems (CUPSS). This software provides a platform for consistency in asset management and long range financial planning. CUPSS is a simple, easy to use asset management program that helps small utilities manage and finance existing and future drinking water and wastewater infrastructure. CUPSS requires users to: identify the current state of their assets; the service level customers require; assets that are critical to sustained performance; capital and operation and maintenance strategies; and long-term funding strategies. SERCAP's vision is for small communities to begin learning and implementing good asset management practices by using CUPSS on a regular basis. SERCAP has several staff that are CUPSS certified and the organization currently offers CUPSS training services in Delaware, Georgia, and Virginia. This project would expand CUPSS offerings into South Carolina.

The **FSP On-Site Assistance** involves recipient site visits to customize training and technical assistance. Based on the workshop training, SERCAP TAP staff will assist recipients in setting up the CUPSS software systems and work with staff to demonstrate how to effectively utilize the system to produce the largest benefit for their locality. The On-Site Assistance may also involve reviewing any local documentation of water and wastewater assets or budgets. One of the more technical aspects of this program will be the training of utility personnel (or their designee) on the use of GIS mapping to be able to identify the precise location of identified assets. SERCAP will train the personnel in the use of pipe and cable line detection equipment and handheld GIS mapping devices, as well as how to create the databases needed to map their systems. Further, SERCAP will train them in use of ArcGIS software to create the maps with various "layers" identifying the system assets and other mapped features. Utilizing this tool will greatly reduce the time required to respond to incidents at critical assets resulting in less "down time" and increased service quality.

Once all on-site data is captured and entered into the appropriate database, the SERCAP team will initiate the final stage, **FSP Development Assistance**. SERCAP will provide training and technical assistance as the recipient develops its FSP. This includes: (1) collaboration with primacy agencies that includes discussions on the preparation and development of FSP's; (2) development of a library of training and assistance resources addressing inventory identification and evaluation techniques; (3) remote and on-site training and technical assistance activities; and (4) incorporation of the output of the technical assistance provided to each facility in the identification of inventory and asset management and water and energy conservation opportunities planning into a formal FSP for the entities.

A.2. How financial and technical assistance will develop or increase the recipient's capacity

To increase the implementation of water and wastewater asset management and fiscal sustainability planning practices, communities and utilities need to be armed with more data and educated on the benefits of asset management. Asset management and FSP's describe a set of practices and methods for delivering desired services to residents and businesses, at the lowest lifecycle cost (including environmental and social costs), while managing risk to an acceptable level. In addition to their use in water infrastructure, asset management practices are easily applied to roads, transit, facilities and other infrastructure sectors.

A utility's emphasis on low lifecycle costs and risk management using asset management and FSP practices helps to reduce costs without reduction in service levels. This improves recipient approaches to maintaining their existing infrastructure based on data on asset conditions and risk analysis, as well as considering multiple solutions to problems to find the most cost effective, social and environmental responsible choices. The SERCAP training and technical assistance program will develop and increase each recipient's capability by: (1) Increasing the knowledge and competency of operators in the areas of inventory identification, evaluation, and management; (2) An improvement in the quality of the inventory identification of critical components; (3) An improvement in the operations and management planning for facilities focusing on component evaluation, management, repair, and replacement; (4) An increase in the competence of the operator workforce in asset management; and (5) An increase in the number and quality of FSP's submitted to the State Environmental Agency.

Improving the quality of the technical competence and accuracy of recipient organizations in the asset management field, will result in the production of a high quality and reliable FSP which will allow utilities to accurately identify required milestones in component replacement and funding requirements to ensure long term viability and sustainability of the municipal system.

A.3. RCDI Purpose Area

The primary project emphasis for all training and technical assistance recipients is community facilities. Identifying water and wastewater assets in a system and providing a FSP not only allows a community to track their progress in compliance but also can be used to assure their

community that the utility services will maintain compliance with regulatory goals and requirements on a cost effective manner.

A.4. Benchmarks and Results

Initial benchmarks include completion of the following products for all 9 recipients includes: (1) the identification of current water and/or wastewater assets; (2) assessments of the condition and useful life of each community/organizations water and/or wastewater assets; (3) training and mapping through GIS tools of water and/or wastewater assets; and (4) training and technical assistance in developing water and wastewater FSPs. At the conclusion of the grant, seven water asset management plans, asset location GIS maps and FSPs will be produced and seven water asset management plans, asset location GIS maps and FSPs will be produced. The following recipients will engage in water systems technical assistance: Ridge Spring and Mitford Rural Water District. The following recipients will engage in wastewater systems technical assistance: Norway and Eastover. The following recipients will engage in both water and wastewater technical assistance: Calhoun Falls, Summerton, Lockhart, Chesnee and Whitmire.

The objectives of SERCAP's comprehensive, targeted technical assistance and FSP Development Program are to: (1) improve Asset Inventory and Management activities and (2) provide for the development of a realistic and defensible Fiscal Sustainability Plan for the recipient. SERCAP will monitor project progress, capturing and collecting data resulting in measureable outcomes, including: (1) number of workshops held; (2) number of attendees at workshops; (3) number of asset management plans produced; (4) number of communities assisted with GIS data based development; (5) number of GIS maps produced; (6) number of FSP reports produced; (7) number and populations of local jurisdictions assisted; (8) amount of additional funding sources leveraged; and (9) most importantly measure the improvement in response and recovery time of the utility from system failures such as ruptured lines, non-functioning pumps or similar system disruptions over the three year grant period.

A.5. SERCAP's Experience Providing Financial and Technical Assistance with Results

SERCAP is a 501(C)(3) nonprofit organization that provides training, technical, and financial assistance for water, wastewater, and community development projects across the southeastern United States. SERCAP began in Virginia in 1969 as an innovative grassroots technical assistance and training program and by the early 70s was serving South Carolina along with six other Atlantic coastal states from Delaware south to Florida. SERCAP's mission is to improve the quality of life for low-income individuals by promoting affordable water and wastewater facilities, community development, environmental health, and economic self-sufficiency. SERCAP offers over 15 programs and services to its clients who are the most vulnerable. Some of SERCAP's most common programs include:

SERCAP's **Technitrain** program which provides technical assistance funded by the national Rural Community Assistance Partnership (RCAP) using USDA Rural Utility Service dollars. The program provides community-specific training and technical assistance to small low-income communities and non-profit agencies serving a population of less than 10,000 to meet their

water and wastewater needs. The range of training and technical assistance is broad and includes activities relating to finance such as applying for loans and grants. Other training covers business practices such as record keeping, billing and accounting. Technical assistance relating to the physical operation of water and wastewater systems includes topics such as leak detection, smoke testing, maintaining wells and pumps, identifying technical problems in a system, and the training of system operators and local governing boards. In FY 2014-2015 SERCAP's Technitrain program completed 36 projects and preformed work on an additional 68 projects which aim to be completed in FY 2015-2016. SERCAP provided 12 workshops and trainings, and assisted communities in completing 17 Vulnerability Assessments and 13 Emergency Response Plans.

SERCAP's **Safe Drinking Water Technical Assistance Program** is funded by the US EPA Office of Water. This is a year-long technical assistance program that focuses only on communities with drinking water system problems. Priority is given to projects in communities served by small rural water systems (populations of 3,300 or less) or very small rural water systems (populations of 500 or less). In FY 2014-2015 this program completed 49 projects, providing 9 operator training sessions and 6 managerial training sessions.

For more information on SERCAP's experience and expertise refer to Section B.2. and [Appendix 13](#) for a list of SERCAP's Federal Grant Training and Technical Assistance Performance History and [Appendix 17](#) for 2015/2016 SERCAP Progress Report.

A.6. Provide in a chart of the financial and technical assistance the applicant organization has provided over the last 3 years

Table 1 offers a list of Financial and Technical Assistance provided by SERCAP's South Carolina office. See [Appendix 14](#) for a comprehensive list that covers a three year time frame.

Table 1 History of Financial and Technical Assistance Provided by South Carolina SERCAP Office

Organization Name	Organization Type	Point of Contact	Address	Phone Number	Email	Assistance Provided	Estimated Technical Assistance Amount Provided
2015							
Eastover, SC Wastewater Sustainability	Municipality	Mayor Geraldene Robinson	624 Main St.; Eastover SC 29044	803-353-2281	mayorrobinson@eastoversc.com	Audit Review; Wastewater Rate Study	\$7,437
Pee Dee Indian Association	Non-Profit	Chief Carolyn Bolton	Highway 57, Little Rock SC 29567	803-586-9675	cbchieb@aol.com	Community Facilities Dev.; Chair Tribal Council	\$16,350
Mitford Rural Water District	Non-Profit	Mike Good	806 Miles Rd.; Great Falls, SC 29055	803-482-2133	firemanmgood@yahoo.com	Water System Upgrade; Funding Assistance for Tank	\$5,986
Greeleyville Water	Municipality	Gloria Johnson	3 Toby Pl.; Greeleyville SC 29056	843-426-2111	Not Available	Private Well Training; Water System Expansion	\$16,350
Summerton Utility Systems	Municipality	Bucky Brailsford	10 Main St.; Summerton, SC 29148	803-485-2525	publicworks@sc.rr.com	Sprayfield Modification; Update ERP/VA	\$7,437

B. Soundness of Approach

B.1. Objectives and Implementation

The proposed SERCAP program is in alignment with the purpose of the RCDI program which is to develop the capacity and ability of nonprofit organizations and low-income rural communities to undertake projects related to housing, community facilities, or community and economic development in rural areas. Through financial and technical assistance to eligible recipients SERCAP will support the following activities:

- Improving recipient's organizational capacity by providing training and resource material on developing asset management plans, asset mapping and fiscal sustainability plans.
- Developing the capacity of recipients to conduct asset mapping activities by providing training and technical assistance in collecting, mapping and analyzing data.
- Providing technical assistance to develop recipients' capacity and ability to create and modify water and wastewater best practices for the community
- Developing the capacity of recipients to increase their leveraging ability and access to alternative funding sources by providing training on asset management and fiscal sustainability plans.

The plan for implementation is presented in the [Timeline](#) section of this application. Project elements and work items among the selected recipients have been allocated over a three-year time frame. Each year, SERCAP will work with 3 new recipients and offer the three phased RCDI technical training program on Asset Management and Fiscal Sustainability Planning. The work plan is based on staff understanding and experience with work burdens imposed by the specific types of projects that have been included. SERCAP is aware of the effort incumbent in each such product, and all staff have performed similar tasks in the past. See [Appendix 15](#) for SERCAP Staff Bios for more on their experience and expertise.

B.2. Ability to provide the financial and technical assistance based on prior accomplishments

The extensive experience and expertise of SERCAP and its capacity to carry out the work program envisioned in this proposal was highlighted in sections A.5. and A.6. In 2015, SERCAP completed 222 projects, providing Technical Assistance to 155 active projects, and distributed 21 loans and 156 grants across its seven State service area. The total 2015 project investment cost was \$3,123,536.

In addition to the program outlined in A.5., SERCAP also offers training and technical assistance to **Private Well Owners**, acting as a sub-recipient of an EPA grant awarded to RCAP. The purpose of this program is to assist private well owners in assessing the quality of their drinking water and to take steps to properly maintain their wells, to conduct regular water quality tests, and to identify steps needed to repair or improve their private drinking water systems. SERCAP along with the national RCAP partnership is developing an online tool to assist with this process. In addition, SERCAP is conducting at least 100 private well assessments with the well owners during the program year.

SERCAP also offers a **Loan Fund** which provides low-interest loans to low-income rural communities for predevelopment costs, system upgrades and new construction of water and wastewater services and facilities. Loans are also available for housing and community development. The terms of these loans are very attractive. Loan amounts range from \$1,000 to \$150,000. Interest rates start at 4% and range up to a maximum of 7% using a sliding scale point system based on need. Repayment periods are between one and ten years. The Loan Fund is a "Program Related Investment" of the Ford Foundation which provided a \$500,000 loan in continuing support for this program. An additional \$2 million loan was obtained from Rural Development to capitalize the loan fund. The total capital of the program is \$2.5 million. In June 2000, SERCAP received certification as a Community Development Financial Institute (CDFI) by the U.S. Department of the Treasury and continues to work with the Department to receive additional funding to increase the loan fund capitalization.

An example of SERCAP's success in providing financial and technical assistance is demonstrated through its work with the Town of Rich Creek in Giles County, VA. SERCAP helped train and certify a new Water/Wastewater Facility Operator for the community. The public water system in the Town of Rich Creek serves approximately 700 residents who would be without clean, safe drinking water if there were no certified operator in the community. Additionally, SERCAP is working with its Facilities Development Grant Program and the Community Development Loan Program to provide a 50/50 Grant/Loan combination to the Town in order to address issues of Inflow and Infiltration to the sanitary sewer collection system and wastewater treatment plant. The \$50,000 Grant/Loan combination funding/financing provided by SERCAP, was used to investigate weaknesses and begin necessary repairs to the sanitary sewer collection system.

SERCAP is skilled at producing reports that meet federal regulations and requirements. Recently, SERCAP successfully assisted 25 small utilities in and around Isle of Wight County, VA complete their Annual Water Quality Reports. The Annual Water Quality Report (also referred to as the Consumer Confidence Report) is used to provide the customers of a utility with information about the drinking water treated by the utility, including: (1) source of the drinking water; (2) details of the treatment; (3) results of all required chemical analyses (including: lead, copper, etc.), and explanation of results including: probable sources, potential health effects, etc.; (4) violations (if any) of State/Federal waterworks regulations and action Steps Taken to Address Violations (if needed); and (5) system contact information. Through training and collaboration with the towns and utilities, SERCAP assisted them in the production of the report, offering education, training and technical assistance.

SERCAP's most recent GIS mapping project involves the unincorporated community of Montvale in Bedford County, Virginia. SERCAP is assisting community members with training in GIS mapping of their incorporated water distribution system that serves 300 customers but is separate from the public Bedford County system. GIS technology is becoming an invaluable tool for the day to day operations of rural water and wastewater systems, and SERCAP is a leader in providing training in using these tools for small rural systems which lack the expertise or funds to contract for these services.

A recent example of FSP training and report production in South Carolina involved assistance to a water district to comply with an asset management requirement. The system leaders were approaching retirement age, consequently this project was intended to preserve their institutional system knowledge. SERCAP guided the system in documenting the critical equipment required for the treatment process and helped with budgeting future asset replacement. The project also aided in documenting routines and cost schedules to repair equipment thus extending the equipment value.

SERCAP has a strong history working on community facilities projects. SERCAP South Carolina began working with the Town of Chesnee, NC in 2011 to evaluate the cost of operating the wastewater treatment plant with a goal of reducing its costs, and avoiding an increase in customer fees. The Town operates a water and wastewater utility system that has 350 water connections and 340 sewer connections for the town and adjacent area. The largest industrial customer, closed down a number of years ago which reduced water use and wastewater collection fees. The Plant was designed to manage a million gallons a day, and was only treating about 10 % of that capacity. An initial internal audit of the Town financing recommended that the sewer rates be raised 43% to cover the cost of operations for the collection and treatment systems. SERCAP worked with the Town to make the following changes to operations that reduced operating costs by 30%:

- Using grey water instead of potable water for the wash-down process for the filters which resulted in a \$2,600 a year savings;
- Modifying the operating times for the digesters to a two hour “on /off” cycle to allow for endogenous respiration which reduced the amount of solids for final disposal by 20%;
- Eliminating Infiltration and Inflow leakage into sewer lines leading to the package plant; and
- Modifying the aeration system to increase circulation and improve the “bug” population needed to support the breakdown of pathogens.

The Town of Chesnee increased its fees a modest amount, and is now maintaining its utility budget on an annual basis without fee increases to the customers.

SERCAP technical assistance has also previously supported a Non-Transient Non-Community Public Water System (well) located north of town of Calhoun Falls. This project evolved from a South Carolina Department of Health and Environmental Control (SCDHEC) order to boil water because of high levels of coliform in the community water system. SERCAP South Carolina met with community leaders and city officials and it was agreed that the town would extend a water line to the community system. The Town secured a State Revolving Fund (SRF) loan and constructed a line that tied in to the local system. The old well was properly closed out and the community is now on the town dedicated water system and free of coliform contamination.

Finally, SERCAP technical assistance also resolved an elevated Total Coliform (TC) in the Riley's Residential Care Home Well. The facility, located in Great Falls, South Carolina detected high TC

levels in 2013. Through a methodical analysis of the problem, SERCAP was able to resolve the high TC levels by eliminating surface water seepage into the annular space of the well and eliminating vadose zone leakage into the corroded ductile iron pipe casing by essentially double casing the well to the top of rock and regrouting.

The long-term positive impact of the provision of the reports produced and the technical assistance provided by SERCAP results in an improved overall Quality of Life for the community residents through the maintenance of the communities' Environmental Health, and through the improvement of the Economic Self-sufficiency of the communities at-large. Through SERCAP's experience working with water and wastewater operators across the nation, it is very apparent that many are rapidly reaching retirement age. SERCAP recognizes the need to work locally and provide training and/or technical assistance services to help transfer institutional knowledge to ensure small water and wastewater systems continue to operate safely for its residents.

SERCAP's 47 years of training, technical, and financial assistance to rural wastewater utilities has well equipped the non-profit and its staff to work with the wastewater utilities to develop programs for Fiscal Sustainability Planning. SERCAP has several staff that are CUPPS certified and the organization currently offers CUPPS training services in Delaware, Georgia, and Virginia. This project would expand CUPPS offerings into South Carolina. SERCAP successfully manages and completes agreements. Having managed federal grants for many years, SERCAP's experience and repeated receipt of grant awards demonstrate our ability to successfully complete multiple contracts, coordinate and manage work with partner organizations, and collaborate with appropriate state and federal agencies. SERCAP has an exemplary record of meeting reporting requirements under the agreements summarized above, including submitting final technical reports, and complying with EPA environmental reporting requirements and all federal requirements for non-profit grant administration and accounting.

B.3. Cost effectiveness

Drinking water and wastewater infrastructure that is old and deteriorating is at a higher risk of failure. Such infrastructure failures can disrupt the availability of drinking water and impede emergency response, such as fire-control efforts, or jeopardize public health by releasing sewage into surface waters and drinking water sources. Emergency repairs of such infrastructure can pose significant financial costs to communities. A water utilities' management professional estimated that emergency repairs can cost three to four times more than regular repairs. For example, if the cost to repair 1 mile of pipe is \$550,000, the cost to repair this same pipe in an emergency could range from \$1.7 million to \$2.2 million (GAO-16-237 Water Infrastructure). Benefits for water utilities and communities that implement asset management and fiscal sustainability plans include: (1) cost savings for that prolong the useful life of water assets and avoid costly emergency repairs, (2) more efficient, focused long-term planning of management and operations, and (3) improved financial health for water utilities and communities. Cost effectiveness is demonstrated in the [Detailed Project Budget](#) section included in this proposal. SERCAP anticipates providing training and technical assistance to three low-income rural communities or non-profit organizations annually, for a total of nine

over the course of the grant. Year one recipients will be the Town of Norway, Calhoun Falls and Summerton.

C. Population and Income

Population. The proposed program is targeted to a number of communities, most of which are under 5,000 in population. U.S. Census data for 2010 are used within this proposal. Population totals for each participating community or service area are provided in the table below.

Table 2 Population Comparison

Location	Total Population
Town of Norway	337
Town of Calhoun Falls	2,004
Town of Ridge Spring	737
Town of Eastover	813
Town of Lockhart	488
Town of Chesnee	868
Town of Whitmire	1,441
Town of Summerton	1,000
Mitford Rural Water District of Fairfield and Chester*	
Fairfield County	23,956
Town of Ridgeway	319
Town of Jenkinsville	46
Town of Winnsboro	3,500
Chester County	33,140
Town of Great Falls	1,979
Source: U.S. Census Bureau's 2010 Demographic Profile. See Appendix 12 for U.S. Census data.	
* Note: Service Area covers southeastern corner of Chester County and the eastern portion of Fairfield County SC. Incorporated Towns covered by the Water District are listed in the table.	

Income. Recipient communities have been selected based on their income eligibility, as well as their need for technical assistance and the potential for significant benefit from the proposed program. Median household incomes (MHI) for each recipient was gathered from the 2010 Census, based on the 2006-2010 American Community Survey (ACS) five year estimates. Selected recipients and their median household incomes are included in the table below.

Table 3 Median Household Income Comparison

Location	Median Household Income (MHI)	% of South Carolina's MHI	% of United States' MHI
Town of Norway	\$22,500	51.2%	43.3%
Town of Calhoun Falls	\$31,048	70.7%	59.8%
Town of Ridge Spring	\$29,722	67.6%	57.3%
Town of Eastover	\$17,442	39.7%	33.6%
Town of Lockhart	\$34,638	78.8%	66.7%
Town of Chesnee	\$19,974	45.5%	38.5%
Town of Whitmire	\$33,750	76.8%	65.0%
Town of Summerton	\$29,250	66.6%	56.3%
Mitford Rural Water District of Fairfield and Chester*			
Fairfield County	\$32,022	72.9%	61.7%
Town of Ridgeway	\$31,701	72.1%	61.1%
Town of Jenkinsville	\$9,239	21.0%	17.8%
Town of Winnsboro	\$24,602	56.0%	47.4%
Chester County	\$32,743	74.5%	63.1%
Town of Great Falls	\$25,052	57%	48.3%
South Carolina	\$43,939	-	-
United States	\$51,914	-	-
Source: U.S. Census Bureau's 2006-2010 American Community Survey 5-Year Estimates. See Appendix 12 for U.S. Census data.			
* Note: Service Area covers southeastern corner of Chester County and the eastern portion of Fairfield County SC. Incorporated Towns covered by the Water District are listed in the table.			

Poverty. The majority (61.5%) of recipient communities that have been identified to receive technical assistance have high poverty areas. Based on 2006-2010 ACS census tract data, 8 census tracts have poverty greater than or equal to 20%, while 5 census tracts are below the 20% threshold. For the 5 tracks that record poverty levels less than 20%, all but 1 tract (309) have poverty levels above either the State average, the National average, or both. Recipient poverty data is included in the table below.

Table 4 Poverty Comparison

Location by Census Tract	% of all people whose income in the past 12 months is below the poverty level	% of South Carolina's Poverty Level	% of United States' Poverty Level
Town of Norway			
118	23.7%	144.5%	171.7%
Town of Calhoun Falls			
9506	17.3%	105.5%	125.4%
Town of Ridge Spring			
9604	18.1%	110.4%	131.2%
Town of Eastover			
120	15.7%	95.7%	113.8%
Town of Lockhart			
309	13.3%	81.1%	96.4%
Town of Chesnee			
223.03	41.0%	250.0%	297.1%
Town of Whitmire			
9503	68.2%	415.9%	494.2%
Town of Summerton			
9608.01	25.4%	154.9%	184.1%
Mitford Rural Water District of Fairfield and Chester*			
Fairfield County			
9601	49.6%	302.4%	359.4%
9603	13.8%	84.1%	100.0%
9604	24.2%	147.6%	175.4%
9605	29.0%	176.8%	210.1%
Chester County			
210	34.5%	210.4%	250.0%
South Carolina	16.4%	-	-
United States	13.8%	-	-

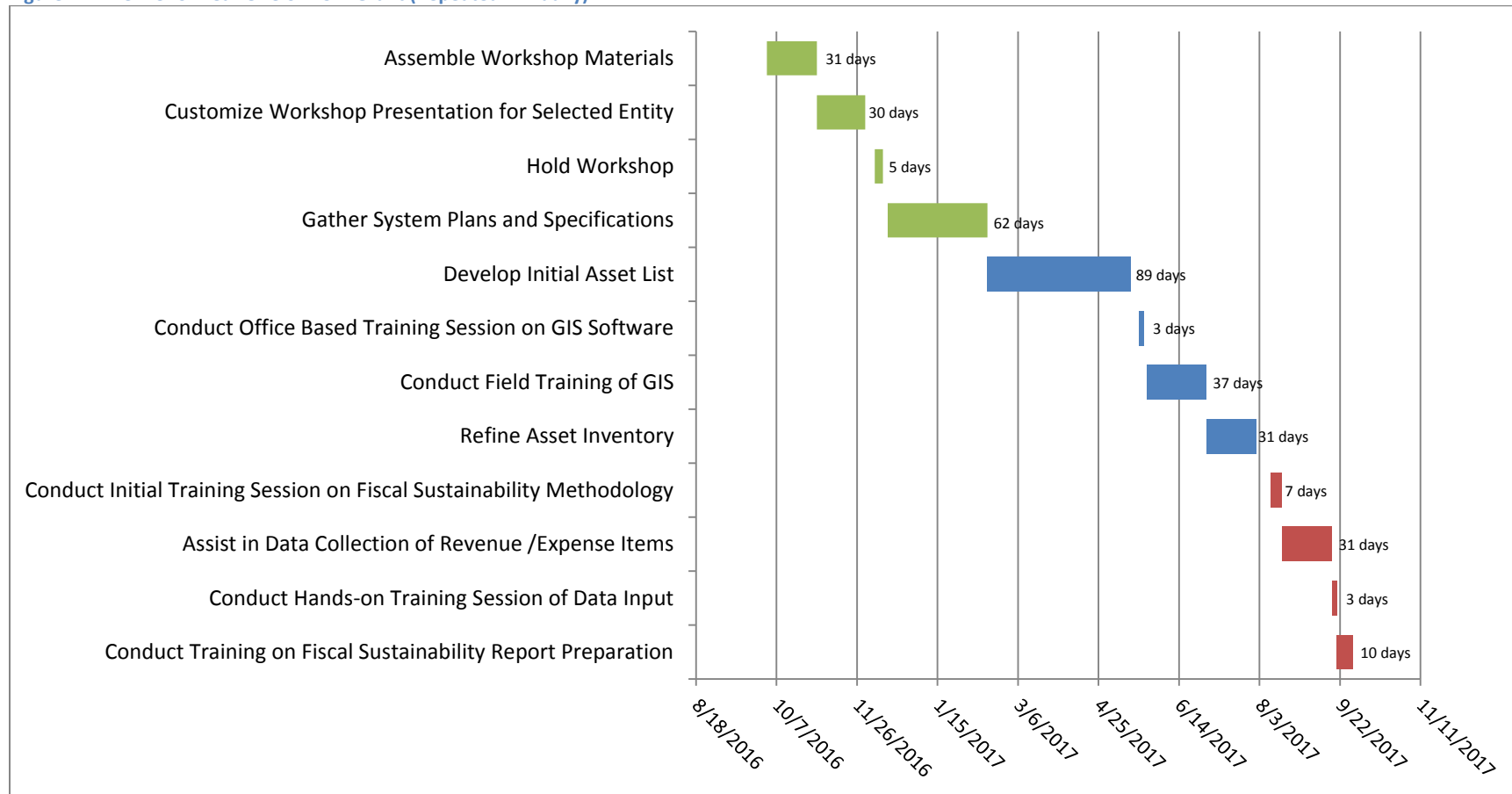
Source: U.S. Census Bureau's 2006-2010 American Community Survey 5-Year Estimates. See [Appendix 12](#) for U.S. Census data.

* Note: Service Area covers southeastern corner of Chester County and the eastern portion of Fairfield County SC. Incorporated Towns and their corresponding Census Tracts covered by the Water District are listed in the table.

Timeline

SERCAP anticipates providing training and technical assistance to three low-income rural communities or non-profit organizations annually, for a total of nine over the course of the grant. The RCDI program and timeline will be repeated cyclically and service three communities at a time. The timeline is based on staff understanding and experience with work burdens imposed by the specific types of projects that have been included. SERCAP is aware of the effort incumbent in each such product, and staff have performed similar tasks in the past. At the end of the three year grant cycle, SERCAP anticipates having provided technical assistance to nine recipients. Year 1 recipients will be the Town of Norway, Calhoun Falls and Summerton.

Figure 1. Timeline for Year One of RCDI Grant (Repeated Annually)



Detailed Project Budget

Project Budget Summary								
Category	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$45,000	\$27,350	\$45,000	\$27,350	\$45,000	\$27,350	\$135,000	\$82,050
Fringe Benefits	\$18,450	\$11,213.5	\$18,450	\$11,213.5	\$18,450	\$11,213.5	\$55,350	\$33,640.5
Travel	\$550	\$14,700	\$550	\$14,700	\$550	\$14,700	\$1,650	\$44,100
Equipment	\$0	\$9,700	\$0	\$9,700	\$0	\$9,700	\$0	\$29,100
Supplies	\$250	\$1,286.5	\$250	\$1,286.5	\$250	\$1,286.5	\$750	\$3,859.5
Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$57,246.75	\$57,246.75
Total Budget	\$83,332	\$83,332	\$83,332	\$83,332	\$83,332	\$83,332	\$249,997	\$249,997
Total Project Cost							\$499,994	

Budget Detail and Narrative

PERSONNEL

Personnel Project Budget Summary								
Personnel	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
<i>RCDI Project Manager</i>	\$45,000	\$0	\$45,000	\$0	\$45,000	\$0	\$135,000	\$0
<i>SC State Manager</i>	\$0	\$12,500	\$0	\$12,500	\$0	\$12,500	\$0	\$37,500
<i>SC State Technical Assistance Provider</i>	\$0	\$14,850	\$0	\$14,850	\$0	\$14,850	\$0	\$44,550
Total Budget	\$45,000	\$27,350	\$45,000	\$27,350	\$45,000	\$27,350	\$135,000	\$82,050

SERCAP's RCDI Project Manager will be responsible for overseeing the execution of the proposed grant work plan deliverables and reporting requirements. SERCAP's matching funds come from a DHHS Discretionary Grant that is authorized by statute to be used as a match for other Federal grants. The DHHS matching funds will be used to support the overall purpose of the RCDI program. A copy of SERCAP's DHHS grant notice award and the amount and grant period are included in [Appendix 2](#). SERCAP's SC State Manager will dedicate 0.25 FTEs of programmatic oversight and supervision of the project as part of the proposed match utilizing DHHS funds. The SERCAP SC State Technical Assistance Provider will dedicate 0.33 FTE of technical assistance programming to support the project as part of the proposed match utilizing DHHS funds.

FRINGE BENEFITS

Fringe Benefit Project Budget Summary								
Fringe Benefits	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
<i>RCDI Project Manager</i>	\$18,450	\$0	\$18,450	\$0	\$18,450	\$0	\$55,350	\$0
<i>SC State Manager</i>	\$0	\$5,125	\$0	\$5,125	\$0	\$5,125	\$0	\$15,375
<i>SC State Technical Assistance Provider</i>	\$0	\$6,088.5	\$0	\$6,088.5		\$6,088.50	\$0	\$18,265.5
Total Budget	\$18,450	\$11,213.5	\$18,450	\$11,213.5	\$18,450	\$11,213.5	\$55,350	\$33,640.5

Total fringe benefits are calculated at a rate of 41% of personnel costs. Fringe includes—FICA @ 7.5%; Retirement @ 7%; Health Insurance @23.5%; and Workmen's Compensation @ 3%. SERCAP's matching funds come from a DHHS Discretionary Grant that is authorized by statute to be used as a match for other Federal grants. The DHHS matching funds will be used to support the overall purpose of the RCDI program. A copy of SERCAP's DHHS grant notice award and the amount and grant period are included in [Appendix 2](#).

TRAVEL

Travel Project Budget Summary								
Travel	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
<i>RCDI Project Manager</i>	\$550	\$0	\$550	\$0	\$550	\$0	\$1,650	\$0
<i>SC State Manager</i>	\$0	\$3,675	\$0	\$3,675	\$0	\$3,675	\$0	11025
<i>SC State Technical Assistance Provider</i>	\$0	\$11,025	\$0	\$11,025	\$0	\$11,025	\$0	33075
Total Budget	\$550	\$14,700	\$550	\$14,700	\$550	\$14,700	\$1,650	\$44,100

Travel expenses are reimbursed per GSA per diem rates regarding allowable meal costs per day, lodging costs, gas mileage for personal vehicle use. The travel budget allows for an estimated 24 to 30 visits per year per project community with an average roundtrip of 120 miles from the SERCAP office. The current gas mileage rate is \$0.54/mile with an \$89 allowable lodging rate and \$51 meals rate. SERCAP is budgeting \$44,100 in match funds for this category. SERCAP's matching funds come from a DHHS Discretionary Grant that is authorized by statute to be used as a match for other Federal grants. The DHHS matching funds will be used to support the overall purpose of the RCDI program. A copy of SERCAP's DHHS grant notice award and the amount and grant period are included in [Appendix 2](#).

EQUIPMENT

Equipment Project Budget Summary								
Equipment	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
<i>GIS Pipe Locator</i>	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$15,000
<i>GIS Handheld</i>	\$0	\$4,700	\$0	\$4,700	\$0	\$4,700	\$0	\$14,100
Total Budget	\$0	\$9,700	\$0	\$9,700	\$0	\$9,700	\$0	\$29,100

Budgeted equipment purchases are for GIS equipment: RD7100DL pipe and cable locator @ \$5,000 each and Leica Zeno 20 handheld GIS mapping tool @ \$4700 each. Price quotes were obtained from ESRI. Equipment will be used for mapping of water and wastewater systems including connections, meters, manholes, pumps, lift stations, and hydrants. SERCAP will train the communities how to use the pipe locators and handhelds to plot the locations of all of the waterline/sewer line components. This is very tedious and repetitive field work involving walking the streets and property lines with the locators and logging in the data point on the GPS screen built into the handheld until all of the system has been covered. Equipment will be loaned to each community project site until mapping is completed. No grant dollars are budgeted for equipment.

Once the data has been collected, the SERCAP technical assistance providers would be able to log in to SERCAPs existing ArcGIS mapping software and upload the data collected by the communities on the handhelds. SERCAP technical assistance providers would work collaboratively with the recipients to produce the maps of their system. SERCAP will teach the communities how to put labels and notes on the maps to customize them for their use. The GIS maps are generally produced in “layers” with individual maps showing for example, all water meters and household connections, and another for sewer connections, and another for fire suppression and hydrants. Additional layers can be produced showing political subdivisions, Census tracks and other demographics. All data will be housed on SERCAPs existing server and will be made available to the recipients whenever they need it. SERCAP will also give the recipients a thumb drive or CD with the data set so that it may be used anyone with an Arc license (for example, an engineering firm).

SERCAP’s matching funds come from a DHHS Discretionary Grant that is authorized by statute to be used as a match for other Federal grants. The DHHS matching funds will be used to support the overall purpose of the RCDI program. A copy of SERCAP’s DHHS grant notice award and the amount and grant period are included in [Appendix 2](#).

SUPPLIES

Supplies Project Budget Summary								
Supplies	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
<i>Consumable office supplies</i>	\$250	\$0	\$250	\$0	\$250	\$0	\$750	\$0
<i>Training materials</i>	\$0	\$1,286.5	\$0	\$1,286.5	\$0	\$1,286.5	\$0	\$3,859.5
Total Budget	\$250	\$1,286.5	\$250	\$1,286.5	\$250	\$1,286.5	\$750	\$3,859.5

A modest amount of grant funds are budgeted for consumable office supplies such as copier paper and flip charts. SERCAP pledges matching funds for training supplies and materials such as board development manuals and guide books, training modules, and texts. SERCAP's matching funds come from a DHHS Discretionary Grant that is authorized by statute to be used as a match for other Federal grants. The DHHS matching funds will be used to support the overall purpose of the RCDI program. A copy of SERCAP's DHHS grant notice award and the amount and grant period are included in [Appendix 2](#).

CONTRACTUAL

No funds are budgeted for contractual items.

CONSTRUCTION

No funds are budgeted for construction.

OTHER DIRECT COSTS

No funds are budgeted for other direct costs.

INDIRECT COSTS

Indirect Costs Project Budget Summary								
Indirect Costs	Year 1		Year 2		Year 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$57,246.75	\$57,246.75
Total Budget	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$19,082.25	\$57,246.75	\$57,246.75

SERCAP's approved indirect cost rate by the Department of Health and Human Services (HHS) is 29.7% of all costs. A copy of the approved rate agreement can be found in [Appendix 5](#). SERCAP's indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. These costs are grouped into common pools and distributed to benefiting activities by a cost allocation process approved by HHS.

Appendix 1: Organizational Documents

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF GOOD STANDING

I Certify the Following from the Records of the Commission:

That SOUTHEAST RURAL COMMUNITY ASSISTANCE PROJECT, INC. is duly incorporated under the law of the Commonwealth of Virginia;

That the date of its incorporation is January 15, 1976;

That the period of its duration is perpetual; and

That the corporation is in existence and in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



*Signed and Sealed at Richmond on this Date:
February 22, 2016*

Joel H. Peck

Joel H. Peck, Clerk of the Commission

CISECOM
Document Control Number: 1602225718

Internal Revenue Service

Department of the Treasury

District
Director

Baltimore District

31 Hopkins Plaza, Baltimore, Md. 21201
P.O. Box 13163
Baltimore, MD 21203

DATE: OCTOBER 15, 1998

Employer Identification Number:
54-1055050

SOUTHEAST RURAL COMMUNITY ASSISTANCE
PROJECT, INC.
P.O. BOX 2868
ROANOKE, VA 24001

Person to Contact:
EP/EO Tax Examiner

Telephone Number:
(410) 962-6058

Dear Sir/Madam:

This is in response to your inquiry requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) effective OCTOBER, 1977. We have also determined that the organization is not a private foundation because it is described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.


As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,



Paul M. Harrington
District Director

Commonwealth of Virginia



State Corporation Commission

I Certify the Following from the Records of the
Commission:

On May 31, 1996, by amendment of its articles of incorporation, the name
of VIRGINIA WATER PROJECT, INC. was changed to SOUTHEAST RURAL COMMUNITY
ASSISTANCE PROJECT, INC..

Nothing more is hereby certified.



CIS20505

Signed and Sealed at Richmond
on this Date: September 21, 1998

William J. Bridge

William J. Bridge, Clerk of the Commission

ARTICLES OF AMENDMENT OF
VIRGINIA WATER PROJECT, INC.

ONE

The name of the corporation is Virginia Water Project, Inc.,

TWO

On October 19, 1995, the Board of Directors of the Corporation found the following proposed Amendment to the Articles of Incorporation to be in the best interest of the Corporation.

Amendment No. 1

The name of the corporation shall be Southeast Rural Community Assistance Project, Inc.

THREE

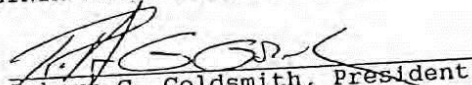
There being no members of the corporation, the amendment was adopted by the unanimous consent of the directors on October 19, 1995.

FOUR

The undersigned President of the Corporation declares that the facts herein stated are true as of October 19, 1995.

VIRGINIA WATER PROJECT, INC.

By:


Robert G. Goldsmith, President

ARTICLES OF INCORPORATION
OF
VIRGINIA WATER PROJECT, INC.

The undersigned person, acting as incorporator of a nonprofit corporation under the provisions of the Virginia Nonstock Corporation Act (this act as amended from time to time is referred to herein as the "Act"), adopts the following Articles of Incorporation.

ARTICLE I

The name of the corporation is Virginia Water Project, Inc.

ARTICLE II

The purposes for which the Corporation is organized are as follows:

- (a) To cultivate, promote and encourage potable and waste water systems by and for all the people of the State of Virginia.
- (b) To conduct any and all lawful affairs for which corporations may be incorporated under the Act.
- (c) To have and exercise all the general powers accorded to similar corporations by the laws of the State of Virginia or by the laws of any other state or territory in which this corporation may do business as now existing herein or hereafter enacted. Notwithstanding anything herein to the contrary, the Corporation shall exercise only such powers as are in furtherance of the exempt purposes set forth in Section 501(c)(3) of the Internal Revenue Code of 1954

and the Regulations thereunder as the same now exist or as they may be hereafter amended from time to time, and the Corporation shall not attempt to influence legislation by propaganda or otherwise, nor shall it intervene in, or participate in, any political campaign on behalf of any candidate for public office, and, further, no part of the net earnings of this Corporation shall inure to the benefit of any private member or individual and no member, director, or officer of the Corporation shall receive any pecuniary benefit from the Corporation, except such reasonable compensation as may be allowed for services actually rendered to or for the Corporation affecting one or more of its purposes.

ARTICLE III

The corporation is to have no members.

ARTICLE IV

Except for the initial Board of Directors, whose names are set forth herein, the Board of Directors shall be elected or appointed by the Board of Directors for the term of one year and in the manner provided in the bylaws.

ARTICLE V

In the event of liquidation or dissolution of the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Corporation from any source, after the payment of all debts and obligations of the Corporation, shall be used or distributed, subject to the order of a court of proper

FOR & TRADE
SHERS-AT-LAW
ANDER, VA.

jurisdiction as provided by law, exclusively for purposes within those set forth in Article II herein and within the intendment of Section 501(c)(3) on the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may be hereafter amended from time to time.

ARTICLE VI

The address of the initial registered office of the Corporation is 310 Seven-O-Seven Building, City of Roanoke, Virginia, 24011. The name of the initial registered agent of the Corporation, an individual resident in the State of Virginia and a member of the Virginia State Bar, whose business office is at the above address, is Charles D. Fox, III.

ARTICLE VII

The number of Directors constituting the initial Board of Directors is three. The names and addresses of the persons who are to serve as the initial directors are as follows:

Theodore J. Edlich, III
P. O. Box 2868
Roanoke, Virginia 24001

Harvey Johnson
P. O. Box 1078
Norfolk, Virginia 23501

Charles D. Fox, III
P.O. Box 12247
Roanoke, Virginia 24024

ARTICLE VIII

The corporation shall indemnify each director and officer against liabilities (including judgment and fines and reasonable attorney's fees, costs and expenses) incurred by him in connection with any actual or threatened action, suit or proceeding, whether civil, criminal, administrative, arbitratative or investigative, (any of which is hereinafter referred to as a "proceeding"), to which he may be made a party by reason of his being or having been a director or officer of the corporation.

K. H. & TRAUZE
ATTORNEYS-AT-LAW
ROANOKE, VA.

NOVA

53-111276

except in relation to any proceeding in which he has been adjudged liable because of willful misconduct, bad faith or gross negligence involved in the conduct of his office or, in relation to any criminal proceeding, in which he had reasonable cause to believe his conduct was unlawful (any of which behavior is hereinafter referred to as "misfeasance"). In the event of the disposition of any proceeding in which no determination of misfeasance has been made, such indemnity shall be conditioned upon a prior determination that the director or officer acted in good faith and without misfeasance, and that such payments or obligations are reasonable. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such proceeding, or (ii) by independent legal counsel in a written opinion if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, or (iii) by the members, if there be any. Directors eligible to make any such determination or to refer any such determination to independent legal counsel must act with reasonable promptness when indemnification is sought by any director or officer.

Expenses incurred in defending any proceeding may be paid by the corporation in advance of the final disposition of such proceeding, if authorized in the manner set forth in the preceding paragraph, upon receipt of any undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that he is entitled to indemnification.

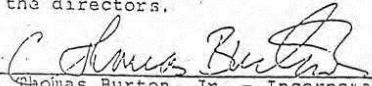
Every reference herein to director or officer shall include every director or officer or former director or officer of the corporation and every person who may have served at the request of the corporation or one of its subsidiaries as a

WICK, FOX & TRAUQUE
ATTORNEYS-AT-LAW
ROANOKE, VA.

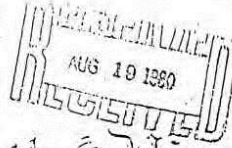
BCCA 53-277

director, or officer or in a similar capacity of another corporation, partnership, joint venture, trust or other enterprise and, in all such cases, the heirs, executors, and administrators of such officer or director.

The corporation may further indemnify each officer and director in any other manner permitted by law, and shall so indemnify them if directed to do so by the members, if there be any, or if there be none, by the directors.


C. Thomas Burton, Jr. - Incorporator

K. FOX & TRAQUE
ATTORNEYS-AT-LAW
DANVILLE, VA.



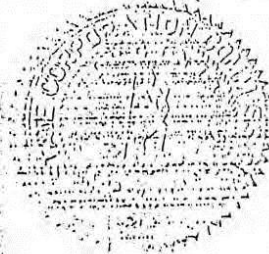
Commonwealth of Virginia



State Corporation Commission

I, William C. Young, Clerk of the State Corporation Commission, do hereby certify that the foregoing is a true copy of all documents constituting as of this date the charter of Virginia Water Project, Inc.

In Testimony Whereof I hereunto set my hand and affix the Official Seal of the State Corporation Commission, at Richmond, this 17th day of June A. D. 1930



William C. Young
Clerk of the Commission.

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND,
January 15, 1976

The accompanying articles having been delivered to the State Corporation Commission on behalf of
Virginia Water Project, Inc.

and the Commission having found that the articles comply with the requirements of law and that all required fees
have been paid, it is

ORDERED that this CERTIFICATE OF INCORPORATION

be issued, and that this order, together with the articles, be admitted to record in the office of the Commission; and
that the corporation have the authority conferred on it by law in accordance with the articles, subject to the conditions
and restrictions imposed by law.

Upon the completion of such recordation, this order and the articles shall be forwarded for recordation in the
office of the clerk of the Circuit Court City of Roanoke

STATE CORPORATION COMMISSION

By

Commissioner

VIRGINIA:

In the Clerk's Office of the Circuit Court City of Roanoke

The foregoing certificate (including the accompanying articles) has been duly recorded in my office this 20th
day of Jan., 1976, and is now returned to the State Corporation Commission by certified mail.

Michael R. Carter, Jr., Clerk
By: *Robert L. Eubank, Jr., Deputy Clerk*

Appendix 2: Match Verification



Southeast Rural Community Assistance Project, Inc.

Hope F. Cupit, CPA
President & CEO



Terry D. Lewis
Board Chair

July 19, 2016

South Carolina USDA State Office
1835 Assembly Street,
Room 1007 Strom Thurmond Federal Building
Columbia, SC 29201

RE: Match Confirmation for SERCAP RCDI Application

To Whom It May Concern,

SERCAP commits the following match of \$83,332 for each of the three years for our proposed RCDI project for a total of \$249,997. These funds are committed for the duration of the grant performance period. Additionally, these matching funds will be expended in equal proportions with the grant award funds as required. The matching funds will be used to support the overall purpose of the RCDI program as proposed in our application. The source of the match is from our OCS discretionary grant award #90EF0077-01-01. These funds are authorized by statute for use as match. Documentation of these funds is attached.

Thank you for the opportunity to compete for this round of funding.

Sincerely,

Hope Cupit

President & CEO

Attachments (1)



Phone (540) 345-1184

347 Campbell Avenue, SW
Roanoke, VA 24016
www.southeastcap.org

Fax (540) 342-2932

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Community Services		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90EF0077-01-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: NGA Revision	7. AWARD AUTHORITY: Title XXVI OBRA 1981 S2601	
8. BUDGET PERIOD: 09/30/2015 THRU 09/29/2016		9. PROJECT PERIOD: 09/30/2015 THRU 09/29/2020		10. CAT NO.: 93.570
11. RECIPIENT ORGANIZATION: Southeast Rural Community Assistance Project, Inc. 347 Campbell Ave SW Roanoke, VA 24016-3624 Grantee Authorizing Official: Hope Cupit, President & CEO			12. PROJECT / PROGRAM TITLE: Southeast Rural Community Assistance Project OCS-RCD Water and Wastewater Treatment Systems Training and Technical Assistance Project 2015	
13. COUNTY: Roanoke (city)	14. CONGR. DIST.: 06	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Vincent Rice, Jr. Director of Regional Programs		
16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel..... \$ 0.00		A. NON-FEDERAL SHARE..... \$ 0.00 0%		
Fringe Benefits..... \$ 0.00		B. FEDERAL SHARE..... \$ 915,570.00 100%		
Travel..... \$ 0.00		18. FEDERAL SHARE COMPUTATION:		
Equipment..... \$ 0.00		A. TOTAL FEDERAL SHARE..... \$ 915,570.00		
Supplies..... \$ 0.00		B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00		
Contractual..... \$ 0.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD... \$ 915,570.00		
Facilities/Construction..... \$ 0.00		19. AMOUNT AWARDED THIS ACTION:		\$ 0.00
Other..... \$ 915,570.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 915,570.00
Direct Costs..... \$ 915,570.00		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
Indirect Costs..... \$ 0.00		Additional Costs		
At % of \$				
In Kind Contributions..... \$ 0.00		22. APPLICANT EIN: 541055050	23. PAYEE EIN: 1541055050A1	24. OBJECT CLASS: 41.51
Total Approved Budget..... \$ 915,570.00				

25. FINANCIAL INFORMATION:

DUNS 099599086

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90EF007701	75-15-1536	5-G994018	\$0.00		

26. REMARKS: (Continued on separate sheets)

This is an administrative action to correct the budget period end date from 9/29/2020 to 9/29/2016.

27. SIGNATURE - ACF GRANTS OFFICER Ms. Bridget Shea Westfall	DATE: 05/03/2016	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)		DATE:

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Community Services		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90EF0077-01-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: NGA Revision	7. AWARD AUTHORITY: Title XXVI OBRA 1981 S2601	
8. BUDGET PERIOD: 09/30/2015 THRU 09/29/2016		9. PROJECT PERIOD: 09/30/2015 THRU 09/29/2020		10. CAT NO.: 93.570

11. RECIPIENT ORGANIZATION:

Southeast Rural Community Assistance Project, Inc.

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

This award is subject to requirements or limitations in any applicable Appropriations Act.

This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW., Switzer Building
Corridor 3200
Washington, DC 20201

AND

U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Community Services		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90EF0077-01-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: NGA Revision		7. AWARD AUTHORITY: Title XXVI OBRA 1981 S2601
8. BUDGET PERIOD: 09/30/2015 THRU 09/29/2016		9. PROJECT PERIOD: 09/30/2015 THRU 09/29/2020		10. CAT NO.: 93.570
11. RECIPIENT ORGANIZATION: Southeast Rural Community Assistance Project, Inc.				

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR
75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180
& 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87.
This grant is subject to the requirements as set forth in 45 CFR Part 75.
Attached are terms and conditions, reporting requirements, and payment instructions.
Initial expenditure of funds by the grantee constitutes acceptance of this award.

Appendix 3: Recipient Information

Recipient: Town of Norway, South Carolina

Address: 8406 Savannah Highway

P.O. Box 127

Norway, South Carolina 29113

County: Orangeburg County (Strike Force County)

Congressional District: SC-002

Contact: Honorable Ann Johnson

Mayor

803-263-4300

mayor@townofnorway.org

Form RD 400-4: See Appendix 10

Recipient: Town of Calhoun Falls, South Carolina

Address: 401 North Washington Street

P.O. Box 29406

Calhoun Falls, South Carolina 29628

County: Abbeville County (Strike Force County)

Congressional District: SC-003

Contact: Honorable Johnnie Waller

Mayor

(864) 418-8512

mayorwaller@wctel.net

Form RD 400-4: See Appendix 10

Recipient: Town of Summerton, South Carolina

Address: 10 Main Street

P.O. Box 517

Summerton, South Carolina 29148

County: Clarendon County (Strike Force County)

Congressional District: SC-006

Contact: William W. Brailsford IV

Public Works Director

(803) 485-2525

smtnpublishworks@ftc-i.net

Form RD 400-4: See Appendix 10

Recipient: Town of Ridge Spring, South Carolina

Address: 100 Town Square

P.O. Box 444

Ridge Spring, South Carolina 29129

County: Saluda County

Congressional District: SC-003

Contact: Honorable Pat Asbill

Mayor

(803) 685-5511

RSMayor2comporium.net

Form RD 400-4: See Appendix 10

Recipient: Town of Eastover, South Carolina

Address: 624 Main Street

P.O. Box 58

Eastover, South Carolina 29044

County: Richland County

Congressional District: SC-006

Contact: Honorable Geraldene Robinson

Mayor

(803) 353-2281

mayorrobinson@eastover-sc.com

Form RD 400-4: See Appendix 10

Recipient: Town of Lockhart, South Carolina

Address: 118 Mill Street

P.O. Box 250

Lockhart, South Carolina 29364

County: Union County (Strike Force County)

Congressional District: SC-005

Contact: Honorable Ailene Ashe

Mayor

(864) 545-2103

lockhart118@hotmail.com

Form RD 400-4: See Appendix 10

Recipient: Town of Chesnee, South Carolina

Address: 201 W. Cherokee Street
Chesnee, South Carolina 29323

County: Spartanburg County

Congressional District: SC-005

Contact: Honorable Max Cash
Mayor
(864) 461-2225
Becki401@chesnet.net

Form RD 400-4: See Appendix 10

Recipient: Town of Whitmire, South Carolina

Address: 95 Main Street
Whitmire, South Carolina 29178

County: Newberry County

Congressional District: SC-005

Contact: Honorable Billy Hollingsworth
Mayor
(804) 694-2356
mayorhollingsworth@bellsouth.net

Form RD 400-4: See Appendix 10

Recipient: Mitford Rural Water District of Fairfield and Chester, South Carolina

Address: 72 Meeting Street
Great Falls, South Carolina 29055

County: Chester and Fairfield Counties (Both Strike Force Counties)

Congressional District: SC-005

Contact: Lonnie Campbell
Chairman of the District Board
(803) 600-5824
Firemanmgood@yahoo.com

Form RD 400-4: See Appendix 10

Appendix 4: Recipient Eligibility



Town of Norway

Street Address: 8403 Savannah Hwy
Norway, SC 29113
Mailing Address: PO BOX 127
Norway, SC 29113-0127
Phone: 803.263.4300
Fax: 803.263.4114

Population: 337
County: Orangeburg County
Planning District: Lower Savannah
Council of Governments
Council Meets: 1st Mon, 7 p.m.
Form of Government: Mayor-Council
Election Date: 1st Tuesday after 1st Monday
in November of Odd years
Election Method: Nonpartisan
Method of Representation: Combination single member
and at large
Town Hall Hours: M-Th 8-3:30/F 8-12
Full-Time Employees: 2
Fiscal Year Start: January

State Legislators
Senator: Brad Hutto
Representative: Lonnie Hosey

Elected Officials
Mayor: Ann Johnson
Councilmember: Greg F. Covington
Councilmember: Bonnie T. Fogle
Councilmember: Elizabeth Murphy
Councilmember: Micheal A. Singleton

Key Municipal Personnel***
Chief Judge: Steven Marrone
Clerk/Treasurer: Dee Gore
Police Chief: Curtis Ward

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016



Town of Calhoun Falls

Street Address: 401 N Washington St
Calhoun Falls, SC 29628-1352
Mailing Address: PO BOX 246
Calhoun Falls, SC 29628-0246
Phone: 864.418.8512
Website: www.townofcalhounfallssc.com

Population: 2,004
County: Abbeville County
Planning District: Upper Savannah
Council of Governments
Council Meets: 4th Mon, 6 p.m.
Form of Government: Council
Election Date: 1st Tuesday
in December of Odd years
Election Method: Nonpartisan
Method of Representation: At large
Town Hall Hours: M-F 8-5
Full-Time Employees: 19
Fiscal Year Start: July

State Legislators
Senator: Floyd Nicholson
Representative: Craig A. Gagnon

Elected Officials

Mayor: Johnnie Waller*
Councilmember: Johnny Gilchrist
Councilmember: Wayne O. Pless
Councilmember: Wane Postell
Councilmember: Mindy Boggs Rogers*

Key Municipal Personnel**

Chief Judge: Dennis C. Bannister Jr.
Clerk/Treasurer: Wendy Watt Martin
Fire Chief: Darrell Manning
Police Chief: John T. Galloway
Lead Attorney: Kevin Sturm

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016



Town of Summerton

Street Address: 10 Main St
Summerton, SC 29148
Mailing Address: PO BOX 279
Summerton, SC 29148-0279
Phone: 803.485.2525
Fax: 803.485.2914
Website: www.townofsummerton.com

Population: 1,000
County: Clarendon County
Planning District: Santee-Lynches Regional
Council of Governments
Council Meets: 2nd Tue, 6 p.m.
Form of Government: Council
Election Date: 2nd Tuesday
in April of Even years
Election Method: Nonpartisan
Method of Representation: At large
Town Hall Hours: M-F 9-5
Full-Time Employees: 10
Fiscal Year Start: July

State Legislators
Senator: Kevin L. Johnson
Representative: Robert L. Ridgeway III

Elected Officials

Mayor: Mac Bagnal
Councilmember: Ellen Ardis*
Councilmember: Loretta W. Pollard*
Councilmember: Bryan H. Rembert
Councilmember: Lionel C. Stukes IV
Councilmember: Ritchie Way
Councilmember: Michael W. Wells

Key Municipal Personnel***

Chief Judge: James Dingle
Clerk/Treasurer: Christine Richburg
Finance Dir: Kimberly Vinson
Police Chief: Ray Perdue
Public Information Dir: William W. Brailsford IV
Public Works Dir: William W. Brailsford IV
Utilities Dir: William W. Brailsford IV
Lead Attorney: William H. Johnson

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016



Town of Ridge Spring

Street Address: 100 Town Sq
Ridge Spring, SC 29129-0444
Mailing Address: PO BOX 444
Ridge Spring, SC 29129-0444
Phone: 803.685.5511
Fax: 803.685.7252
Website: www.ridgespringsc.com

Population: 737
County: Saluda County
Planning District: Upper Savannah
Council of Governments
Council Meets: 1st Mon, 6:30 p.m.
Form of Government: Mayor-Council
Election Date: 2nd Tuesday
in August of Odd years
Election Method: Nonpartisan
Method of Representation: At large
Town Hall Hours: M, Tu, Th, F 8:30-5/ W 8:30-12
Full-Time Employees: 5
Fiscal Year Start: July

State Legislators
Senator: Nikki G. Setzler
Representative: William Clyburn
Representative: Ralph Shealy Kennedy Jr.

Elected Officials

Mayor: Pat Asbill
Councilmember: Capers Asbill
Councilmember: Richard L. Christie
Councilmember: Geneva Harris
Councilmember: Crys Lybrand

Key Municipal Personnel***

Clerk/Treasurer: Summer H. Brown
Fire Chief: Brian Derrick
Police Chief: M. J. Raffield
Lead Attorney: C. David Sawyer Jr.

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016



Town of Eastover

Street Address: 624 Main St
Eastover, SC 29044-9685
Mailing Address: PO BOX 58
Eastover, SC 29044-0058
Phone: 803.353.2281
Fax: 803.353.8178
Website: www.eastoversc.com

Population: 813
County: Richland County
Planning District: Central Midlands
Council of Governments
Council Meets: 1st Mon, 6:30 p.m.
Form of Government: Mayor-Council
Election Date: 2nd Tuesday
in April of Even years
Election Method: Nonpartisan
Method of Representation: At large
Town Hall Hours: M-F 8:30-5
Full-Time Employees: 2
Fiscal Year Start: July

State Legislators
Senator: Darrell Jackson
Representative: Joseph H. Neal

Elected Officials
Mayor: Geraldene Robinson*
Councilmember: Leroy Faber
Councilmember: Heyward Patterson*
Councilmember: Rhudine W. Robinson*
Councilmember: Odell Weston*

Key Municipal Personnel***
Clerk/Treasurer: Amie R. Jowers
Lead Attorney: Kenneth W. Gaines

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016



Town of Lockhart

Street Address: 118 Mill St
Lockhart, SC 29364-0250
Mailing Address: PO BOX 250
Lockhart, SC 29364-0250
Phone: 864.545.2103
Fax: 864.545.2390

Population: 488
County: Union County
Planning District: Catawba Regional
Council of Governments
Council Meets: 4th Tue, 7 p.m.
Form of Government: Mayor-Council
Election Date: 2nd Tuesday
in March of Odd years
Election Method: Nonpartisan
Method of Representation: At large
Town Hall Hours: M-Th 7-12
Full-Time Employees: 0
Fiscal Year Start: July

State Legislators
Senator: Harvey S. Peeler Jr.
Representative: Michael A. Anthony

Elected Officials

Mayor: Allene D. Ashe*
Councilmember: Donnie Adams*
Councilmember: Barry Canupp
Councilmember: Connie Porter*
Councilmember: Beverly D. Shrader

Key Municipal Personnel**

Clerk/Treasurer: Brenda Jenkins

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016



City of Chesnee

Mailing Address: 201 W Cherokee St
Chesnee, SC 29323-1227
Phone: 864.461.2225
Fax: 864.461.3659
Website: www.cityofchesnee.org

Population: 868
County: Spartanburg County
Planning District: Appalachian
Council of Governments
Council Meets: 2nd Mon, 6 p.m.
Form of Government: Mayor-Council
Election Date: 1st Tuesday
in May of Even years
Election Method: Nonpartisan
Method of Representation: At large
City Hall Hours: M-Th 8-5/F 8-4
Full-Time Employees: 9
Fiscal Year Start: July

State Legislators
Senator: Harvey S. Peeler Jr.
Senator: Glenn G. Reese
Representative: Norman D. Brannon
Representative: V. Stephen Moss

Elected Officials

Mayor: E. Max Cash*
Councilmember: Verhonda Crawford*
Councilmember: Robert Reid Johnson*
Councilmember: Bruce Mahaffey*
Councilmember: Doug Pye

Key Municipal Personnel***

Manager/Administrator: Rebecca Hood
Chief Judge: Daniel Burns
Clerk/Treasurer: Joya Dawkins
Police Chief: Danny Swafford
Lead Attorney: Lawrence E. Flynn Jr.

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016

MASC Municipal Association of South Carolina™

Town of Whitmire

Mailing Address:95 Main St
Whitmire, SC 29178-1806
Phone:803.694.2356
Fax:803.694.3002

Population:1,441
County:Newberry County
Planning District:Central Midlands
Council of Governments

Council Meets:2nd Mon. 6 p.m.
Form of Government:Mayor-Council
Election Date:1st Tuesday after 1st Monday
in November of Even years

Election Method:Nonpartisan
Method of Representation:At large
Town Hall Hours:M-F 8-5
Full-Time Employees:16
Fiscal Year Start:July

State Legislators
Senator:Ronnie W. Cromer
Representative:Walton J. McLeod III

Elected Officials

Mayor:Billy Hollingsworth
Councilmember:Clay Bodie
Councilmember:Cassie Fowler*
Councilmember:Debbie Harris
Councilmember:Chrystal Harsha
Councilmember:Galen J. Roche
Councilmember:Michael P. Thomas

Key Municipal Personnel***

Chief Judge:Barry Koon
Clerk/Treasurer:Carla P. Taylor
Parks/Recreation Dir.:Elizabeth Broom
Police Chief:Jeremiah Sinclair
Public Works Dir.:Gene Wheelchel
Lead Attorney:Robert C. Lake III

* Graduate of the Municipal Elected Officials Institute of Government

** Graduate of the Advanced Municipal Elected Officials Institute of Government

*** Titles describe the individual's role, not necessarily the official title within the municipality.

7/19/2016

South Carolina Special Purpose Districts

2014 Biennial Directory



Mark Hammond
Secretary of State
State of South Carolina

Board of Directors:

Selection Method: Appointed by Governor

Board Member	Term	Title
Bernard E. Kitchens	09/15/2017	Member
Carl Raymond Johnson	09/15/2015	Member
Carroll L. Clark Jr.	09/15/2020	Member
Henry Williams Jr.	09/15/2015	Member
James E. Kennamer	09/15/2017	Member
John C. Timmerman	09/15/2020	Member
Ronald Creswell	09/15/2019	Member

Address and Contact Information:

John W. Hare
 100 Waterworks Rd.
 Edgefield, SC 29824
 Phone: 803-637-3011 Email: ecwsajwh@bellsouth.net

Fairfield County**Mitford Rural Water District of Fairfield and Chester SPD # 312
Counties**

Status: Registration Expires 12/31/2016
Services: Water
Boundaries: Southeastern corner of Chester County and eastern part of Fairfield County
Date of Origin: 1965 **Statutory Authority:** S-217 of 1965

Financial Information:

Tax Rate or none
 Fees:
 Fiscal Year End: 6/30/2014
 Total Revenue: \$570,503.00
 Total \$439,995.00
 Expenditures:
 Total Indebtedness: \$1,749,439.00
 Total Investments: \$114,689.00

Board of Directors:

Selection Method: Appointed by Governor

Board Member	Term	Title
Johnny Dewese	04/12/2007	Member
Lonnie M. Campbell	04/12/2009	Member
D. Wayne Steele	04/12/2011	Member
Loren E. "Sonny" Hudson	04/12/2017	Member
Nelson W. Hoenig	04/12/2019	Member

Address and Contact Information:

W. C. Good
72 Meeting St.
Great Falls, SC 29055
Phone: 803-600-5824 Email:

Rocky Creek Watershed Conservation District**SPD # 142**

Status: Registration Expires 12/31/2016
Services: Water, Watershed
Boundaries: Drainage area of Rocky Creek and tributaries to the Wateree River
Date of Origin: 1966 **Statutory Authority:** 48-11

Financial Information:

Tax Rate or None
Fees:
Fiscal Year End: 6/30/2014
Total Revenue: \$0.00
Total \$2,880.00
Expenditures:
Total Indebtedness: \$0.00
Total Investments: \$0.00

Board of Directors:

Selection Method: Elected by Residents

Board Member	Term	Title
Claudia F. Dean	12/31/2018	Member
William F. Wishert	12/31/2018	Member
Keith McDonald	12/31/2016	Chairman
Oscar "Buddy" L. Peay	12/31/2016	Member
Calvin C. Clark	12/31/2016	Member

Address and Contact Information:

Carol Shockley
744 B. Wilson St.
Chester, SC 29706
Phone: 803-581-1908 Email: carol.shockley@sc.nacdnet.net

Wateree Creek Watershed Conservation District**SPD # 399**

Status: Registration Expires 12/31/2016
Services: Drainage, Water, Watershed
Boundaries: Fairfield County west of US Hwy 21, between the Towns of Great Falls and Ridgeway
Date of Origin: 1958 **Statutory Authority:** SC Code 48-11-210.

Appendix 5: Indirect Cost Rate



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Services
Division of Cost Allocation

26 Federal Plaza, Room 41-122
New York, New York 10278
Phone: (212) 264-2069
Fax: (212) 264-5478
Email: dcany@psc.gov

March 6, 2014

Ms. Hope Cupit
President/CEO
Southeast Rural Community Assistance Project, Inc.
145 West Campbell Avenue, S.W. Suite 800
Roanoke, VA 24001-2888

Dear Ms. Cupit:

A copy of an indirect cost rate agreement is being sent to you for signature. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and returned to me by email or fax, retaining the copy for your files. Our fax number is (212) 264-5478 and email address is dcany@psc.gov. We will reproduce and distribute the agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 09/30/2015, is due in our office by 03/31/2016.

Sincerely,

A handwritten signature in dark ink, appearing to read "Darryl W. Mayes".

Darryl W. Mayes
Deputy Director
Division of Cost Allocation

•Phone: (212) 264-2069 •FAX: (212) 264-5478 •E-mail: dcany@psc.gov

NONPROFIT RATE AGREEMENT

EIN: 54-1055050

DATE: 03/06/2014

ORGANIZATION:

Southeast Rural Community Assistance
Project, Inc.
145 West Campbell Avenue, S.W. Suite
800
Roanoke, VA 24001-2868

FILING REF.: The preceding
agreement was dated
02/24/2011

The rates approved in this agreement are for use on grants, contracts and other
agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
FINAL	10/01/2010	09/30/2013	29.70	All	All Programs
PRED.	10/01/2013	09/30/2016	29.70	All	All Programs
PROV.	10/01/2016	Until Amended	29.70	All	All Programs

*BASE

Total direct costs excluding capital expenditures (building, individual items
of equipment, alterations and renovations), and that portion of each subaward
in excess of \$25,000.

ORGANIZATION: Southeast Rural Community Assistance Project, Inc.

AGREEMENT DATE: 3/6/2014

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	10/1/2010	9/30/2013	35.60	All	All Employees

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

ORGANIZATION: Southeast Rural Community Assistance Project, Inc.
AGREEMENT DATE: 3/6/2014

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

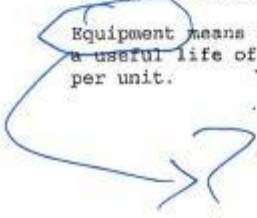
The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Fringe Benefits include: FICA, Retirement, Unemployment Insurance, Health Insurance, Worker's Compensation and Other.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.



ORGANIZATION: Southeast Rural Community Assistance Project, Inc.

AGREEMENT DATE: 3/6/2014

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Southeast Rural Community Assistance Project, Inc.

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Division of Cost Allocation

(TITLE)

3/6/2014

(DATE) -6188

HHS REPRESENTATIVE: Jeffrey Warren

Telephone: (212) 264-2069

Appendix 6: Form AD-1047

U.S. DEPARTMENT OF AGRICULTURE

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Southeast Rural Community Assistance Project, Inc.

Organization Name

PR/Award Number or Project Name

Hope Cupit, President and CEO

Name(s) and Title(s) of Authorized Representative(s)

Hope Cupit
Signature(s)

6/27/2016
Date

Form AD-1047 (1/92)

Appendix 7: Form AD-1048

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Southeast Rural Community Assistance Project, Inc.

Organization Name

PR/Award Number or Project Name

Hope Cupit, President and CEO

Name and Title of Authorized Representative(s)

Hope Cupit

Signature(s)

6/27/2016

Date

FORM AD-1048 (1/92)
U.S. GPO:1996-757-778/20107

Appendix 8: Form AD-1049

U.S. DEPARTMENT OF AGRICULTURE

OMB APPROVAL NO. 0991-0002

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS) ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160, of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the MAY 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternative I

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, State, zip code)

Town of Norway - 8406 Savannah Highway, P.O. Box 127, Norway SC 29113 (Orangeburg County)

Mid-County Water Service District - 6181 Old Airport Road, Winnsboro SC 29180 (Fairfield County)

Town of Calhoun Falls - 401 North Washington Street, P.O. Box 29406, Calhoun Falls SC 29628 (Abbeville County)

Check ☐ if there are workplaces on file that are not identified here.

Southeast Rural Community Assistance Project, Inc.

Organization Name

Award Number or Project Name

Hope Cupit, President and CEO

Name and Title of Authorized Representative

Hope Cupit
Signature

6/27/2016
Date

Instructions for Certification

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if sued to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Appendix 9: Certification of Non-Lobbying Activities

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
Southeast Rural Community Assistance Project, Inc.	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix:	* First Name: Rope Middle Name:
* Last Name: Cupit	Suffix:
* Title: President and CEO	
* SIGNATURE: 	* DATE: 6/27/2016

Appendix 10: Form RD-400-4

USDA Form RD 400-4 (Rev. 06-10)	<i>Position 3</i> ASSURANCE AGREEMENT (Under Title VI, Civil Rights Act of 1964)	FORM APPROVED OMB No. 0575-0018 OMB No. 0570-0062
--	---	---

The Southeast Rural Community Assistance Project, Inc.
(name of recipient)

104 S. Congress Street
Winnsboro, South Carolina 29180
(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Southeast Rural Community Assistance Project, Inc. on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

Southeast Rural Community Assistance Project, Inc.

Hope Cupit *Recipient*
6/27/2006
Date

Hope Cupit, President and CEO

(S E A L)

Attest: _____
Title

_____ *Title*

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Norway

(name of recipient)

8406 Savannah Highway, P.O. Box 127
Norway, South Carolina 29113

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Norway on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Dana Ann Johnson
06-29-2016
mayer
Recipient
Date
Title

Attest: _____
Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Calhoun Falls

(name of recipient)

401 North Washington Street, P.O. Box 29406
Calhoun Falls, South Carolina 29628

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Calhoun Falls on this

(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Attest:

Title

Cary E. Elliott
June 28, 2016
Asst. Administrator

Recipient

Date

Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

Position 3
ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Ridge Spring

(name of recipient)

100 Town Square
Ridge Spring, South Carolina 29129

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Ridge Spring on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Attest: _____
Title

Patsy Asbill Mayor Town of Ridge Spring
July 12, 2016
Summer Braun Town Clerk
Date
Title

(According to the Promissory Deduction List of Title)

USDA
Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Eastover

(name of recipient)

624 Main Street
Eastover, South Carolina 29044

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

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 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
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 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
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 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Eastover on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Attest: Annie Jowers Town Clerk
Title

Spradene Stephens
July 19, 2016
Mayor
Recipient
Date
Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

Position 3
ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Lockhart

(name of recipient)

118 Mill Street
Lockhart, South Carolina 29364

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

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2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Lockhart on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Attest: _____
Title

Brenda Jenkins
Recipient
7-12-16
Date
Clerk / Bookkeeper
Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

Position 3

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Chesnee

(name of recipient)

201 W. Cherokee St.
Chesnee, South Carolina 29323

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Chesnee

(name of recipient)

on this

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Attest:

Jayce Dawkins

Clerk/Treas.

Title

City of Chesnee - Deborah Hood

Recipient

07-14-16

Date

City Administrator

Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

Position 3
ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Whitmire

(name of recipient)

95 Main Street
Whitmire, South Carolina 29178

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Whitmire

on this

(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Billy Hallingworth
Recipient

7/15/16

Date

Attest:

Title

Mayor

Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA

Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Town of Summerton

(name of recipient)

10 Main Street
Summerton, South Carolina 29148

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

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2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
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 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Town of Summerton _____ on this
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Attest:

T
title

William W. Bradley
July 13, 2016
Public Works Director

Recipient

Date

Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA
Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The Mitford Rural Water District

(name of recipient)

806 State Road
Great Falls, South Carolina 29055

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

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 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Mitford Rural Water District on this
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Attest: _____

Title

W.C. Asch
7-15-16
Maintenance
Recipient
Date
Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Appendix 11: Associations or Relationship with Rural Development Employees

As a past and current award recipient and sub-award recipient of USDA-RUS grants, SERCAP works with South Carolina's Rural Development staff at the state, regional and local level to implement projects.

Appendix 12: U.S. Census Data

U.S. Census Bureau

AMERICAN FactFinder

DP-1 | Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Norway town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	337	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied, and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

Note: This is a modified view of the original table.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Norway town, South Carolina Median income (dollars)
	Estimate
Households	22 500

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas, in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

1. An "" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "XY" means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Calhoun Falls town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	2,004	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

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[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Calhoun Falls town, South Carolina Median income (dollars) Estimate
Households	31,048

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

1. An "..." entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "..." entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "..." following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "..." following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "..." entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "..." entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "X" means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Ridge Spring town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	737	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Ridge Spring town, South Carolina Median income (dollars) Estimate
Households	29,722

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

1. An "..." entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "..." entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "..." following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "..." following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "..." entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "..." entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "X" means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Lockhart town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	488	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Lockhart town, South Carolina Median income (dollars) Estimate
Households	34,638

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

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2. An "!" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "!" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "(X)" means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Chesnee city, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	868	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

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[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Chesnee city, South Carolina Median income (dollars)
	Estimate
Households	19,974

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

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7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "XY" means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Whitmire town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	1,441	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

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[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

Note: This is a modified view of the original table.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

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Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

1. An "" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
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7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "XY" means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Summerton town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	1,000	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

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Subject	Summerton town, South Carolina
	Median income (dollars) Estimate
Households	29,250

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in the tables.

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Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

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DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Fairfield County, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	23,956	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

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Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

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Subject	Fairfield County, South Carolina
	Median income (dollars) Estimate
Households	32,022

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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Source: U.S. Census Bureau, 2006-2010 American Community Survey

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DP-1 | Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Ridgeway town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	319	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

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Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

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Subject	Ridgeway town, South Carolina
	Median income (dollars) Estimate
Households	31,701

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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Source: U.S. Census Bureau, 2006-2010 American Community Survey

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DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Jenkinsville town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	46	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

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[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

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Subject	Jenkinsville town, South Carolina Median Income (dollars) Estimate
Households	9,239

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Winnsboro town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	3,550	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

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Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

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Subject	Winnsboro town, South Carolina
	Median income (dollars)
	Estimate
Households	24,602

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Chester County, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	33,140	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Chester County, South Carolina
	Median income (dollars) Estimate
Households	32,743

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



DP-1 Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

Note: This is a modified view of the original table.

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Great Falls town, South Carolina

Subject	Number	Percent
SEX AND AGE		
Total population	1,979	100.0

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



S1903 MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)

2006-2010 American Community Survey 5-Year Estimates

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Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Great Falls town, South Carolina
	Median income (dollars)
	Estimate
Households	25,052

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

1. An "****" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "(X)" means that the estimate is not applicable or not available.



DP03

SELECTED ECONOMIC CHARACTERISTICS

2006-2010 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Census Tract 9506, Abbeville County, South Carolina				Census Tract 210, Chester County, South Carolina	
	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error
EMPLOYMENT STATUS						
Population 16 years and over	2,555	±312	2,555	(X)	1,768	±198
In labor force	1,480	±251	57.9%	±6.6	820	±167
Civilian labor force	1,471	±249	57.6%	±6.6	820	±167
Employed	1,248	±219	48.8%	±6.8	640	±164
Unemployed	223	±85	8.7%	±2.9	180	±77
Armed Forces	9	±13	0.4%	±0.5	0	±132
Not in labor force	1,075	±212	42.1%	±6.6	948	±153
Civilian labor force	1,471	±249	1,471	(X)	820	±167
Percent Unemployed	(X)	(X)	15.2%	±5.0	(X)	(X)
Females 16 years and over	1,314	±172	1,314	(X)	968	±131
In labor force	720	±149	54.8%	±8.2	439	±124
Civilian labor force	720	±149	54.8%	±8.2	439	±124
Employed	632	±144	48.1%	±8.4	367	±123
Own children under 6 years	183	±89	183	(X)	217	±128
All parents in family in labor force	158	±87	86.3%	±15.1	152	±122

Subject	Census Tract 9506, Abbeville County, South Carolina				Census Tract 210, Chester County, South Carolina	
	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error
With related children under 18 years	(X)	(X)	23.0%	+/-15.8	(X)	(X)
With related children under 5 years only	(X)	(X)	43.9%	+/-44.0	(X)	(X)
Married couple families	(X)	(X)	3.4%	+/-4.2	(X)	(X)
With related children under 18 years	(X)	(X)	0.0%	+/-19.3	(X)	(X)
With related children under 5 years only	(X)	(X)	0.0%	+/-71.8	(X)	(X)
Families with female householder, no husband present	(X)	(X)	45.7%	+/-22.1	(X)	(X)
With related children under 18 years	(X)	(X)	62.9%	+/-28.1	(X)	(X)
With related children under 5 years only	(X)	(X)	80.6%	+/-45.6	(X)	(X)
All people	(X)	(X)	17.3%	+/-6.2	(X)	(X)
Under 18 years	(X)	(X)	24.4%	+/-15.3	(X)	(X)
Related children under 18 years	(X)	(X)	23.4%	+/-15.2	(X)	(X)
Related children under 5 years	(X)	(X)	33.9%	+/-30.3	(X)	(X)
Related children 5 to 17 years	(X)	(X)	19.8%	+/-14.6	(X)	(X)
18 years and over	(X)	(X)	15.5%	+/-5.3	(X)	(X)
18 to 64 years	(X)	(X)	17.3%	+/-6.3	(X)	(X)
65 years and over	(X)	(X)	7.4%	+/-6.1	(X)	(X)
People in families	(X)	(X)	15.0%	+/-7.4	(X)	(X)
Unrelated individuals 15 years and over	(X)	(X)	29.0%	+/-13.5	(X)	(X)

Subject	Census Tract 210, Chester County, South Carolina		Census Tract 9608.01, Clarendon County, South Carolina			
	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	34.2%	+/-11.1	(X)	(X)	22.0%	+/-8.1
With related children under 18 years	45.3%	+/-15.9	(X)	(X)	29.7%	+/-10.5
With related children under 5 years only	24.2%	+/-42.5	(X)	(X)	24.3%	+/-37.4
Married couple families	14.2%	+/-12.6	(X)	(X)	8.1%	+/-9.4
With related children under 18 years	17.3%	+/-19.3	(X)	(X)	3.7%	+/-6.1
With related children under 5 years only	0.0%	+/-100.0	(X)	(X)	0.0%	+/-100.0
Families with female householder, no husband present	50.5%	+/-19.6	(X)	(X)	40.3%	+/-14.2
With related children under 18 years	56.5%	+/-22.7	(X)	(X)	54.1%	+/-16.2
With related children under 5 years only	30.8%	+/-54.8	(X)	(X)	26.5%	+/-47.9
All people	34.5%	+/-11.2	(X)	(X)	25.4%	+/-7.6
Under 18 years	44.3%	+/-18.8	(X)	(X)	32.4%	+/-14.6
Related children under 18 years	44.3%	+/-18.8	(X)	(X)	31.5%	+/-14.5
Related children under 5 years	38.8%	+/-30.1	(X)	(X)	26.5%	+/-19.0
Related children 5 to 17 years	45.8%	+/-19.4	(X)	(X)	32.7%	+/-14.9
18 years and over	30.0%	+/-10.3	(X)	(X)	22.6%	+/-7.0
18 to 64 years	33.9%	+/-12.0	(X)	(X)	24.0%	+/-8.6
65 years and over	14.8%	+/-11.9	(X)	(X)	17.3%	+/-8.4
People in families	35.4%	+/-12.5	(X)	(X)	23.1%	+/-8.6
Unrelated individuals 15 years and over	27.6%	+/-14.0	(X)	(X)	36.0%	+/-10.8

Subject	Census Tract 9601, Fairfield County, South Carolina				Census Tract 9603, Fairfield County, South Carolina	
	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	(X)	(X)	22.7%	+/-15.5	(X)	(X)
With related children under 18 years	(X)	(X)	41.7%	+/-28.3	(X)	(X)
With related children under 5 years only	(X)	(X)	-	**	(X)	(X)
Married couple families	(X)	(X)	12.2%	+/-14.5	(X)	(X)
With related children under 18 years	(X)	(X)	12.0%	+/-21.6	(X)	(X)
With related children under 5 years only	(X)	(X)	-	**	(X)	(X)
Families with female householder, no husband present	(X)	(X)	30.1%	+/-21.3	(X)	(X)
With related children under 18 years	(X)	(X)	60.9%	+/-30.5	(X)	(X)
With related children under 5 years only	(X)	(X)	-	**	(X)	(X)
All people	(X)	(X)	27.4%	+/-13.1	(X)	(X)
Under 18 years	(X)	(X)	49.6%	+/-31.9	(X)	(X)
Related children under 18 years	(X)	(X)	49.6%	+/-31.9	(X)	(X)
Related children under 5 years	(X)	(X)	50.0%	+/-49.9	(X)	(X)
Related children 5 to 17 years	(X)	(X)	49.5%	+/-33.3	(X)	(X)
18 years and over	(X)	(X)	20.6%	+/-9.2	(X)	(X)
18 to 64 years	(X)	(X)	17.5%	+/-9.5	(X)	(X)
65 years and over	(X)	(X)	30.2%	+/-18.6	(X)	(X)
People in families	(X)	(X)	22.1%	+/-15.5	(X)	(X)
Unrelated individuals 15 years and over	(X)	(X)	55.3%	+/-17.8	(X)	(X)

Subject	Census Tract 9603, Fairfield County, South Carolina		Census Tract 9604, Fairfield County, South Carolina			
	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	9.3%	+/-5.2	(X)	(X)	16.9%	+/-9.7
With related children under 18 years	10.8%	+/-9.6	(X)	(X)	23.3%	+/-13.6
With related children under 5 years only	8.1%	+/-11.0	(X)	(X)	16.9%	+/-22.9
Married couple families	3.8%	+/-4.3	(X)	(X)	3.4%	+/-4.7
With related children under 18 years	3.0%	+/-5.2	(X)	(X)	8.2%	+/-11.0
With related children under 5 years only	30.4%	+/-57.3	(X)	(X)	0.0%	+/-87.9
Families with female householder, no husband present	22.2%	+/-15.0	(X)	(X)	27.1%	+/-18.1
With related children under 18 years	19.1%	+/-17.8	(X)	(X)	32.1%	+/-21.3
With related children under 5 years only	2.5%	+/-4.2	(X)	(X)	19.1%	+/-27.3
All people	13.8%	+/-4.9	(X)	(X)	24.2%	+/-8.5
Under 18 years	9.3%	+/-8.2	(X)	(X)	27.8%	+/-16.6
Related children under 18 years	9.3%	+/-8.2	(X)	(X)	27.8%	+/-16.6
Related children under 5 years	9.3%	+/-13.4	(X)	(X)	44.6%	+/-35.9
Related children 5 to 17 years	9.3%	+/-10.7	(X)	(X)	22.3%	+/-12.9
18 years and over	14.7%	+/-5.5	(X)	(X)	23.0%	+/-8.9
18 to 64 years	15.5%	+/-6.2	(X)	(X)	24.6%	+/-7.9
65 years and over	10.8%	+/-6.7	(X)	(X)	15.1%	+/-8.8
People in families	9.5%	+/-5.3	(X)	(X)	17.7%	+/-8.8
Unrelated individuals 15 years and over	29.6%	+/-10.4	(X)	(X)	47.8%	+/-12.2

Subject	Census Tract 9605, Fairfield County, South Carolina				Census Tract 9503, Newberry County, South Carolina	
	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	(X)	(X)	23.0%	+/-9.8	(X)	(X)
With related children under 18 years	(X)	(X)	32.9%	+/-14.7	(X)	(X)
With related children under 5 years only	(X)	(X)	43.5%	+/-41.7	(X)	(X)
Married couple families	(X)	(X)	9.5%	+/-7.5	(X)	(X)
With related children under 18 years	(X)	(X)	5.0%	+/-7.7	(X)	(X)
With related children under 5 years only	(X)	(X)	0.0%	+/-52.0	(X)	(X)
Families with female householder, no husband present	(X)	(X)	60.1%	+/-25.9	(X)	(X)
With related children under 18 years	(X)	(X)	76.9%	+/-30.0	(X)	(X)
With related children under 5 years only	(X)	(X)	56.4%	+/-56.4	(X)	(X)
All people	(X)	(X)	29.0%	+/-9.0	(X)	(X)
Under 18 years	(X)	(X)	31.9%	+/-13.6	(X)	(X)
Related children under 18 years	(X)	(X)	30.7%	+/-13.7	(X)	(X)
Related children under 5 years	(X)	(X)	34.7%	+/-24.5	(X)	(X)
Related children 5 to 17 years	(X)	(X)	29.3%	+/-16.5	(X)	(X)
18 years and over	(X)	(X)	28.1%	+/-8.4	(X)	(X)
18 to 64 years	(X)	(X)	28.7%	+/-9.0	(X)	(X)
65 years and over	(X)	(X)	25.5%	+/-13.9	(X)	(X)
People in families	(X)	(X)	26.9%	+/-10.0	(X)	(X)
Unrelated individuals 15 years and over	(X)	(X)	41.4%	+/-15.9	(X)	(X)

Subject	Census Tract 9503, Newberry County, South Carolina		Census Tract 118, Orangeburg County, South Carolina			
	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	13.7%	+/-5.5	(X)	(X)	17.5%	+/-6.7
With related children under 18 years	27.7%	+/-10.4	(X)	(X)	31.6%	+/-14.2
With related children under 5 years only	30.2%	+/-30.0	(X)	(X)	42.6%	+/-35.3
Married couple families	4.5%	+/-3.8	(X)	(X)	12.7%	+/-8.3
With related children under 18 years	12.1%	+/-10.1	(X)	(X)	22.8%	+/-18.3
With related children under 5 years only	25.6%	+/-34.7	(X)	(X)	0.0%	+/-59.1
Families with female householder, no husband present	44.7%	+/-19.5	(X)	(X)	25.4%	+/-13.7
With related children under 18 years	71.6%	+/-20.0	(X)	(X)	45.8%	+/-29.6
With related children under 5 years only	68.2%	+/-53.1	(X)	(X)	100.0%	+/-68.6
All people	19.7%	+/-6.0	(X)	(X)	23.7%	+/-8.7
Under 18 years	36.1%	+/-14.6	(X)	(X)	31.3%	+/-16.8
Related children under 18 years	34.8%	+/-13.6	(X)	(X)	31.3%	+/-16.8
Related children under 5 years	42.5%	+/-25.0	(X)	(X)	38.9%	+/-24.7
Related children 5 to 17 years	29.2%	+/-13.6	(X)	(X)	28.6%	+/-16.6
18 years and over	14.8%	+/-5.2	(X)	(X)	21.2%	+/-7.0
18 to 64 years	15.5%	+/-6.2	(X)	(X)	22.6%	+/-8.5
65 years and over	12.1%	+/-7.6	(X)	(X)	16.0%	+/-7.4
People in families	17.7%	+/-6.7	(X)	(X)	21.0%	+/-8.2
Unrelated individuals 15 years and over	32.5%	+/-11.5	(X)	(X)	48.6%	+/-13.2

Subject	Census Tract 120, Richland County, South Carolina				Census Tract 9604, Saluda County, South Carolina	
	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	(X)	(X)	10.2%	+/-4.9	(X)	(X)
With related children under 18 years	(X)	(X)	12.2%	+/-6.9	(X)	(X)
With related children under 5 years only	(X)	(X)	6.2%	+/-8.7	(X)	(X)
Married couple families	(X)	(X)	6.5%	+/-5.6	(X)	(X)
With related children under 18 years	(X)	(X)	4.5%	+/-7.0	(X)	(X)
With related children under 5 years only	(X)	(X)	0.0%	+/-57.3	(X)	(X)
Families with female householder, no husband present	(X)	(X)	19.1%	+/-11.3	(X)	(X)
With related children under 18 years	(X)	(X)	25.6%	+/-16.0	(X)	(X)
With related children under 5 years only	(X)	(X)	9.0%	+/-13.9	(X)	(X)
All people	(X)	(X)	15.7%	+/-5.9	(X)	(X)
Under 18 years	(X)	(X)	21.2%	+/-12.3	(X)	(X)
Related children under 18 years	(X)	(X)	21.2%	+/-12.3	(X)	(X)
Related children under 5 years	(X)	(X)	18.3%	+/-12.6	(X)	(X)
Related children 5 to 17 years	(X)	(X)	22.1%	+/-14.2	(X)	(X)
18 years and over	(X)	(X)	13.5%	+/-4.9	(X)	(X)
18 to 64 years	(X)	(X)	12.9%	+/-5.8	(X)	(X)
65 years and over	(X)	(X)	16.0%	+/-8.5	(X)	(X)
People in families	(X)	(X)	13.7%	+/-6.9	(X)	(X)
Unrelated individuals 15 years and over	(X)	(X)	26.3%	+/-9.3	(X)	(X)

Subject	Census Tract 9604, Saluda County, South Carolina		Census Tract 223.03, Spartanburg County, South Carolina			
	Percent	Percent Margin of Error	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error
In labor force:	(X)	(X)	(X)	(X)	(X)	(X)
Employed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	9.3%	+/-6.4	(X)	(X)	28.4%	+/-13.0
With related children under 18 years	23.4%	+/-15.1	(X)	(X)	48.8%	+/-20.2
With related children under 5 years only	55.6%	+/-44.0	(X)	(X)	10.5%	+/-19.8
Married couple families	8.0%	+/-7.6	(X)	(X)	18.4%	+/-17.2
With related children under 18 years	22.0%	+/-19.8	(X)	(X)	33.3%	+/-27.7
With related children under 5 years only	51.2%	+/-48.4	(X)	(X)	0.0%	+/-59.1
Families with female householder, no husband present	14.4%	+/-13.0	(X)	(X)	63.3%	+/-26.0
With related children under 18 years	25.4%	+/-24.8	(X)	(X)	84.4%	+/-21.1
With related children under 5 years only	-	**	(X)	(X)	57.1%	+/-57.1
All people	18.1%	+/-8.9	(X)	(X)	41.0%	+/-14.9
Under 18 years	19.1%	+/-12.3	(X)	(X)	62.8%	+/-19.1
Related children under 18 years	19.1%	+/-12.3	(X)	(X)	62.8%	+/-19.1
Related children under 5 years	48.4%	+/-43.8	(X)	(X)	69.4%	+/-22.5
Related children 5 to 17 years	6.1%	+/-3.8	(X)	(X)	58.6%	+/-19.2
18 years and over	17.9%	+/-9.9	(X)	(X)	31.6%	+/-12.7
18 to 64 years	18.6%	+/-12.1	(X)	(X)	33.6%	+/-14.7
65 years and over	13.9%	+/-9.0	(X)	(X)	18.6%	+/-15.1
People in families	9.5%	+/-5.9	(X)	(X)	41.0%	+/-17.5
Unrelated individuals 15 years and over	44.8%	+/-16.3	(X)	(X)	41.0%	+/-14.2

Subject	Census Tract 309, Union County, South Carolina			
	Estimate	Estimate Margin of Error	Percent	Percent Margin of Error
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Unemployed:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
Not in labor force:	(X)	(X)	(X)	(X)
With health insurance coverage	(X)	(X)	(X)	(X)
With private health insurance	(X)	(X)	(X)	(X)
With public coverage	(X)	(X)	(X)	(X)
No health insurance coverage	(X)	(X)	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL				
All families	(X)	(X)	8.8%	+/-5.1
With related children under 18 years	(X)	(X)	14.2%	+/-9.9
With related children under 5 years only	(X)	(X)	0.0%	+/-39.6
Married couple families	(X)	(X)	6.9%	+/-5.5
With related children under 18 years	(X)	(X)	14.8%	+/-12.6
With related children under 5 years only	(X)	(X)	0.0%	+/-56.6
Families with female householder, no husband present	(X)	(X)	5.1%	+/-7.2
With related children under 18 years	(X)	(X)	5.9%	+/-8.2
With related children under 5 years only	(X)	(X)	0.0%	+/-56.4
All people	(X)	(X)	13.3%	+/-5.0
Under 18 years	(X)	(X)	14.0%	+/-9.3
Related children under 18 years	(X)	(X)	14.0%	+/-9.3
Related children under 5 years	(X)	(X)	13.3%	+/-12.3
Related children 5 to 17 years	(X)	(X)	14.4%	+/-9.7
18 years and over	(X)	(X)	13.1%	+/-4.5
18 to 64 years	(X)	(X)	11.0%	+/-5.8
65 years and over	(X)	(X)	19.8%	+/-9.6
People in families	(X)	(X)	9.2%	+/-5.2
Unrelated individuals 15 years and over	(X)	(X)	43.8%	+/-16.7

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Appendix 13: SERCAP Federal Grant Training and Technical Assistance Performance History

Table 5 SERCAP Progress Report for 2014-2015

HHS/OCS Grant for Water/Wastewater Treatment Facilities	DE	MD	VA	NC	SC	GA	FL	Totals
Number of Projects Required	4	5	8	8	8	5	8	46
Number of Projects Active	0	1	6	8	6	5	11	37
Number of Projects Completed	3	0	0	0	2	0	6	11
Over/Under	(1)	(4)	(2)	0	0	0	9	2
Number of Workshop/Trainings Required	1	1	3	3	3	3	3	17
Number of Workshop/Trainings Completed	2	0	2	3	3	2	5	17
Over/Under	1	(1)	(1)	0	0	(1)	2	0
Technitrain	DE	MRDC	VA	NC	SC	GA	FL	Totals
Number of Projects Required	7	11	16	16	16	11	16	93
Number of Projects Active	6	7	14	10	9	4	18	68
Number of Projects Completed	1	7	0	6	7	9	6	36
Over/Under	0	3	(2)	0	0	2	8	11
Number of Workshop/Trainings Required	1	1	2	2	2	1	2	11
Number of Workshop/Trainings Completed	1	1	2	2	2	1	3	12
Over/Under	0	0	0	0	0	0	1	1
Number of Vulnerability Assessments Required	1	1	2	2	2	1	2	11
Number of Vulnerability Assessments Completed	0	1	0	1	2	1	12	17
Over/Under	(1)	0	(2)	(1)	0	0	10	6
Number of Emergency Response Plans Required	1	1	2	2	2	1	2	11
Number of Emergency Response Plans Completed	0	1	0	1	2	1	8	13
Over/Under	(1)	0	(2)	(1)	0	0	6	2
USDA Solid Waste	DE	MD	VA	NC	SC	GA	FL	Totals
Number of Projects Required	2	2		2	8		2	16
Number of Projects Active/Completed	2	0		2	9		3	16
Number of Projects Completed	0	0		0	0		0	0
Over/Under	0	(2)		0	1		1	0
EPA Drinking Water Compliance	DE	MRDC	VA	NC	SC	GA	FL	Totals
Number of Projects Required	2	4	11	11	11	4	4	47
Number of Projects Active/Completed	2	4	13	11	11	4	4	49
Over/Under	0	0	2	0	0	0	0	2
Number Operator Trainings Required		1	2	2	2	1	2	10

Number Operator Trainings Completed		0	3	2	2	1	1	9
Over/Under		(1)	1	0	0	0	(1)	(1)
Number Managerial Trainings Required			1	1	1	0	1	4
Number Managerial Trainings Completed			1	1	1	1	2	6
Over/Under			0	0	0	1	1	2
EPA Private Well	DE	MRDC	VA	NC	SC	GA	FL	Totals
Number of Workshops Required	1	1	1	1	1	1	1	7
Number of Workshops Completed	0	0	2	1	1	1	0	5
Over/Under	(1)	(1)	1	0	0	0	(1)	(2)
USDA Tribal	DE	MD	VA	NC	SC	GA	FL	Totals
Number of Native American Water Masters Association (NAWMA) Start-Ups Required					1			1
Number of NAWMA Start-Ups Active/Completed					1			1
Over/Under					0			0
Number of Projects Required					5			5
Number of Projects Active					2			2
Number of Projects Completed					3			3
Over/Under					0			5
Number of NAWMA Workshops Required*					3			3
Number of NAWMA Workshops Completed					3			3
Over/Under					0			0
*Native American Water Masters Association								

Table 6 SERCAP Progress Report for 2013-2014

HHS/OCS	DE	MD	VA	NC	SC	GA	FL	Totals
Number of Projects Required	4	4	6	6	6	4	6	32
Number of Projects Active	1	0	4	5	6	3	7	26
Number of Projects Completed	2	6	0	3	0	2	7	20
Over/Under	(1)	2	(2)	2	0	1	8	14
Number of Workshop/Trainings Required	1	1	2	3	3	2	3	14
Number of Workshop/Trainings Completed	1	1	1	4	3	1	8	18
Over/Under	0	0	(1)	1	0	(1)	5	4
Technitrain	DE	MD	VA	NC	SC	GA	FL	Totals
Number of Projects Required	7	11	16	16	16	11	16	93
Number of Projects Active	6	11	16	13	15	11	9	81

Number of Projects Completed	3	4	0	8	3	3	10	31
Over/Under	2	4	0	5	2	3	3	19
Number of Workshop/Trainings Required	1	1	2	2	2	1	2	11
Number of Workshop/Trainings Completed	1	3	0	2	3	1	8	18
Over/Under	0	2	(2)	0	1	0	6	7
Number of Vulnerability Assessments Required	1	1	2	2	2	1	2	11
Number of Vulnerability Assessments Completed	0	1	0	2	2	1	19	25
Over/Under	(1)	0	(2)	0	0	0	17	14
Number of Emergency Response Plans Required	1	1	2	2	2	1	2	11
Number of Emergency Response Plans Completed	0	2	0	2	2	1	8	15
Over/Under	(1)	1	(2)	0	0	0	6	4
USDA Solid Waste	DE	MD	VA	NC	SC	GA	FL	Totals
Number of Projects Required				4	10		10	24
Number of Projects Active/Completed				4	11		10	25
Number of Projects Completed				0	0		0	0
Over/Under				0	1		0	1

Appendix 14: South Carolina SERCAP Financial and Technical Assistance Table

Table 7 History of Financial and Technical Assistance Provided by South Carolina SERCAP Office

Organization Name	Organization Type	Point of Contact	Address	Phone Number	Email	Assistance Provided	Estimated Technical Assistance Amount Provided
2015							
Eastover, SC Wastewater Sustainability	Municipality	Mayor Geraldene Robinson	624 Main Street; Eastover SC 29044	803-353-2281	mayorrobinson@eastoversc.com	Audit Review; Wastewater Rate Study	\$7,437
Pee Dee Indian Association	Non-Profit	Chief Carolyn Bolton	Highway 57, Little Rock SC 29567	803-586-9675	cbchieb@aol.com	Community Facilities Dev.; Chair Tribal Council	\$16,350
Mitford Rural Water District	Non-Profit	Mike Good	806 Miles Road; Great Falls, SC 29055	803-482-2133	firemanmgood@yahoo.com	Water System Upgrade; Funding Assistance for Tank	\$5,986
Greeleyville Water	Municipality	Gloria Johnson	3 Toby Place, Greeleyville SC 29056	843-426-2111	Not Available	Private Well Training; Water System Expansion	\$16,350
Summerton Utility Systems	Municipality	Bucky Brailsford	10 Main Street, Summerton, SC 29148	803-485-2525	publicworks@sc.rr.com	Sprayfield Modification; Update ERP/VA	\$7,437
Chesnee Wastewater System	Municipality	Rebecca Hood	201 W. Cherokee Street, Chesnee SC 29323	864-461-2225	Becki401@chesnet.net	Operations Improvement; Energy Audit	\$7,437
2014							
Lockhart, Town of	Municipality	Ailene Ashe	118 Mill Street; Lockhart SC 29346	864-545-2103	lockhart118@hotmail.com	Water/Wastewater Capacity Dev. And Funding	\$16,350
Stuckey, Town of	Municipality	Brandi Allen	17 Cobra Drive; Hemingway SC 29554	843-558-6582	Not Available	Funding for Water Line Replacement	\$16,350
Turbeville, Town of	Municipality	Rodney Johnson	1400 Main Street; Turbeville SC 29162	843-659-2781	townhall2@ftc-i.net	Proper Abandonment of Public Well	\$7,902

Organization Name	Organization Type	Point of Contact	Address	Phone Number	Email	Assistance Provided	Estimated Technical Assistance Amount Provided
Riley Residential Care	For Profit	Paul Riley	2327 Brian Christopher Drive, Great Fall SC 29055	803-493-2207	godwithme7@icloud.com	Waste Compliance Assistance; Update O/M	\$5,442
Colleton County	County Government	Johnny Bartley	P. o. Box 1882; Walterboro, SC 29488	843-893-2313	Not Available	Obtain Old Engineering Plans; Transfer Station Funding	\$3,711
Clarendon County	County Government	Louis Hilton	P. O. Box 486; Manning SC 29102	803-473-3357	recycling@clarendoncountygov.org	Recycling Assistance; Update Operations Plan	\$3,711
Hollywood, Town of	Municipality	Mayor Jacquelyn Heyward	6278 Highway 162; Hollywood SC 29449	843-889-3222	mayorheyward@aol.com	Wastewater Collection System Council Training	\$7,902
2013							
Ravenel, Town of	Municipality	Mark Bloomer	5962 Highway 165; Ravenel SC 29470	843-889-8732	markbloomer@comcast.net	Water/Wastewater Expansion Management	\$16,350
Saluda County Water and Sewer	Authority	Jason Fell	106 North Jennings St; Saluda SC 29138	864-445-9572	jason.fell.scwsa@gmail.com	Small System Board Training	\$16,350
Bamberg County	County Government	Watson Carter	110 N. Main Street; Bamberg SC 29003	803-245-3032	Not Available	Recycling Operators Training	\$7,902
Hampton County	County Government	John Stanley	2310 Hopewell Road; Brunson SC 29911	803-625-0197	istanley@hamptoncountysc.org	Confirm Landfill Capacity; Review Engineer RFP	\$5,442
Lynchburg, Town of	Municipality	Jacquelyn McDonald	81 Magnolia Street; Lynchburg SC 29080	803-437-2933	Not Available	Funding to Replace Water Lines	\$3,711
Latta, Town of	Municipality	Willie	107 NW	843-752-	lattatownwater@gmail.com	Training for Operator	\$3,711

Organization Name	Organization Type	Point of Contact	Address	Phone Number	Email	Assistance Provided	Estimated Technical Assistance Amount Provided
		Hooks	Railroad Ave; Latta, SC 29565	5115		Certification	
Clio, Town of	Municipality	Joe Kinney	110 N. Main Street; Clio, SC 29525	843-586- 9426	townofclio@bellsouth.net	Financial Management; Technical Assistance	\$7,902
Ridge Spring, Town of	Municipality	Pat Asbil	100 Town Square; Ridge Spring, SC 29129	803-685- 5511	RSMayor@comporium.net	Funding to Replace Well; Building Upgrade	2013
Williston, Town of	Municipality	Karen Lewis	13112 Mains Street; Williston, SC 29853	803-266- 7015	karen@williston-sc.com	Plant Operation and Sludge Disposal	\$7,902

Appendix 15: SERCAP Project Team

Hope F. Cupit, CPA

President & CEO

Hope F. Cupit began her tenure at SERCAP as the Vice President and Deputy CEO of the organization in 2007. The Board of Directors promoted Ms. Cupit to the President and CEO position in 2010 following the retirement of the former CEO. Cupit holds a CPA license, teaches accounting at a local community college and is very dedicated to the success of SERCAP. Cupit has extensive experience in community organizing work.

While at SERCAP she has contributed to the continued growth of the Agencies services. SERCAP is fortunate to be recognized around the world for vast accomplishments in the water/waste-water arena as communities seek advice and technical assistance in providing the service deliverables. It is SERCAP's goal to continue to improve operations and secure resources which provide exceptional services to the people served. Improving operations and securing resources will enable SERCAP to manage with the latest technology tools and skills in order to become more efficient and effective in the region."

Bob Cole, CPA

Director of Finance & Operations

Bob Cole comes to SERCAP after a 25 year career in the business world as an accountant and finance administrator. Cole holds a BS in Accounting from Pennsylvania State University, an MBA from Southern Illinois University, and is a member of AICPA. The bulk of Coles' career was spent with IBM as a Department Manager, Key Strategist, and Controller for a number of multi-million dollar service contracts. While with IBM he had the opportunity to live in North Carolina, Florida, Texas, and New Jersey.

Following his time at IBM, Cole went on to serve as a Controller for MBH Solutions, Inc. in New Jersey. In 2005 he moved to Roanoke, VA where he has contributed his talents as a Director of Finance and independent Contractor to a number of local businesses. In 2012, he founded eCycling Partners of the Blue Ridge to bring jobs and environmental benefits to Southwest Virginia through 100% recycling of eWaste.

His skills include: financial planning & analysis, financial and business modeling, accounting, financial/management reporting, and leading financial operations. Cole is also experienced in forging solid relationships and collaborating with clients.

Cole manages all financial aspects of the agency including internal audit, evaluation of internal controls and financial reporting. Mr. Cole reports directly to Ms. Cupit.

Joan Douglas

Director of Regional Programs

Joan Douglas is the Director of Regional Programs for SERCAP, working with rural communities since June 1998. She provides program management for all seven states in SERCAP's region. Her duties include project and program development; grant writing; and onsite training and technical assistance for the planning, financing, and development of existing and new water and wastewater systems. Her experience includes providing onsite assistance on financial, managerial and technical problems in water and wastewater system operation, small group management and security training for boards and staffs

of public utilities, and onsite assistance to water/wastewater system staff in areas of rate setting, policy development, accounting, bookkeeping, and environmental compliance. As an elected council member for the town of Worthington Springs, she also has direct experience in working with small, rural leadership boards. Douglas's prior experience includes ten years as an environmental science laboratory manager at Santa Fe Community College.

Pat Walker, BS, MS

SC State Manager

Patrick T. (Pat) Walker is a native of Spartanburg, South Carolina. He graduated from Clemson University with a B. S. in Zoology in 1976 and obtained a M. S. in Wildlife and Fisheries Management from Clemson University in 1979. Pat began his career working as a fisheries technician for the S. C. Wildlife and Marine Resources Department while in graduate school and retired from the South Carolina Department of Health and Environmental Control (SCDHEC) in 2011 after 35 years of State service.

Walker has previously served as the SCDHEC Chief of the Bureau of Environmental Services (2008-11), Chief of the Bureau of Land and Waste Management (2004-07), Assistant Bureau Chief for Air Quality (1999-2004), SCDHEC Director of the Division of Mining and Solid Waste Permitting (1995-99), Director of Mining and Reclamation with the S. C. Land Resources Commission (1985-95) and as an environmental biologist (1977-1985).

Through these various positions, Walker has specific experience (including permitting, inspections, compliance and enforcement; and overall program management) in Solid Waste Management, Mining and Reclamation, Hazardous Waste Management, Infectious Waste Management, the Underground Storage Tank Program, the State Private Well Program, Title V Air Quality Facilities and State Superfund Program.

He joined Southeast Rural Community Assistance Project, Inc. in 2012 as a Technical Assistance Provider responsible for implementing and providing technical training and assistance with respect to solid waste management activities in 12 rural counties in South Carolina. Currently, Walker serves as the South Carolina Manager for SERCAP and oversees programs and projects funded by USDA-Rural Development, HHS-Office of Community Services and U. S. EPA Drinking Water and Wastewater.

Walker will be one of the key technical staff who will be responsible for coordinating the training seminar and managing all on-site assistance and the development of the Fiscal Sustainability Plan for any of the participating communities / facilities.

Allen McEntire, BS

SC Technical Assistance Provider (TAP)

Allen McEntire is a native of Newberry County, SC and is participating in this effort as a Primary Technical Assistance Provider and CUPSS professional. McEntire has over 35 years of experience in conceptual design and implementation of engineering and remediation services nationwide. His focus is on waste management facilities and structures to treat and manage wastes. McEntire has broad experience in remediation technologies including bioremediation technologies as applied to the treatment of hazardous constituents in soil, groundwater and surface water. His experience includes the design and construction of landfills including liners, caps, leachate collection and treatment systems, environmental remediation, wastewater treatment (commercial, industrial, and residential), water system technical assistance and drainage controls. More recently, he has focused on the treatment of wastewater and groundwater utilizing bioremediation. In this capacity, he was instrumental in the

development of a biological wastewater treatment for leachate from a commercial hazardous waste facility and a textile dyeing and finishing plant. Further, he has focused on adapting biological treatment for in-situ soils and groundwater remediation, as well as the treatment of Fats, Oils and Grease (FOG) in municipal settings.

McEntire holds a B.S. in civil Engineering from the University of South Carolina and has completed postgraduate studies in environmental engineering. As a Technical Assistance Provider currently with SERCAP, McEntire is responsible for implementing and providing technical training and assistance with respect to drinking water and wastewater facilities under grants from both USEPA and USDA Rural Development. McEntire has completed CUPSS training and received a CUPSS Certification. Within the scope of these activities, McEntire provides assistance to ten (10) Drinking Water facilities and four (4) Wastewater Facilities across South Carolina.

McEntire will be one of the key technical staff who will be responsible for coordinating the training seminar and managing all on-site assistance and the development of the Fiscal Sustainability Plan for any of the participating communities / facilities.

Val Green, B.S., M.S.

SC Technical Assistance Provider (TAP)

Val Green has been a State Technical Assistance Specialist for SERCAP in South Carolina since May 2002. Currently he is responsible for 8 USDA-Rural Development Technitrain projects, 2 USDA Tribal Technitrain projects and 4 HHS Office of Community Services projects. Through these projects he provides on-site technical and training assistance related to planning, financing and development of existing and new water and wastewater systems; specializes in water and wastewater construction improvements; onsite assistance to water/wastewater system staff in areas of policy development and environmental compliance; and conducts board training and community meetings at small rural towns. Val's previous experience includes over sixteen years with the state primacy agency in South Carolina including three years as SCDHEC District Engineer; private engineering consultant for site development and solid waste disposal permitting; and Assistant Professor of Department of Mineral Engineering at New Mexico Institute of Technology. He received a Bachelor of Science in Civil Engineering from Clemson University and has a Master of Science Degree in Environmental Engineering from the University of Texas.

John D Crowder III, B.S., EHS

NC State Manager

John D. Crowder grew up in Shelby, NC and received a BS degree in Biology from Gardner-Webb University. He started his career as an Environmental Health Specialist (NCRS#289) for the Brunswick County Health Department in coastal NC and worked up through the ranks to Environmental Health Director and Interim Public Health Director for one of the fastest growing counties in the nation. Mr. Crowder joined the NC Department of Environment and Natural Resources (NCDENR) as a Waste Management Specialist (Environmental Specialist). He worked with local governments and private industries in their solid waste management issues including but not limited to transportation, disposal, planning, disaster debris management and recycling/waste reduction. Mr. Crowder later became the Eastern Area Supervisor where he supervised six WMS and 4 regional offices of the NCDENR in Eastern NC. Upon retiring from NCDENR Mr. Crowder worked as an independent consultant for industries in waste recycling/reclaiming for construction debris management. He later owned/operated and managed a community based newspaper.

Some of Crowder's background includes the following: 40 hour Hazardous Waste and Safety Operation, Certified Recycling Coordinator training, SWANNA Certified Landfill Enforcement Officer, Solid Waste Composting Certification, media training, extensive training in computer management – i.e. MS Word-Excel and database, helped develop database for land management for Brunswick County, Disaster Debris Operations Certification, FEMA, IS 200 and 250 certifications and familiar with ICS and NIMS, helped develop several NC policy manuals including inspection procedure for solid waste facility audits and planning manuals for local governments, and developed an education program in disaster debris management and presented it to local governments statewide to help in their disaster debris management planning after hurricanes of the 1990's.

Earlier in his career, he was part of the committee that developed on-site sewage disposal rules and regulations that are currently in use today. Mr. Crowder also has had training in innovative and alternative on-site sewage treatment and disposal design and management. He has training from NSF (Ana Arbor Mich.) regarding septage management and also participated in research and was published as co-contributor regarding groundwater movement in coastal soils with restrictive horizons. This research was presented at the National Agricultural Engineering Society Conference in New Orleans 1989. As a result the NC Onsite Sewage Rules were modified to allow for artificial drainage for sewage systems. After 35 years in NC state government with NC Department of Environment and Natural Resources (NCDENR) Mr. Crowder joined SERCAP in September 2012 as State technical Assistance Specialist. He was promoted to NC State Manager in October 2012.

Phil Read

Technical Assistance Provider – Contractor with GA-RCAP

A graduate of the University of Georgia, Terry School of Business in 1987, Phil Read has worked in the public and private sectors in various financial training and managerial positions. With expertise in financial and managerial aspects of public water and wastewater operations including project management, capital improvement planning, loan and grant administration, rate studies, billing systems and asset management programs including the EPA Check Up Program for Small Systems (CUPSS) he is certified as completing the EPA CUPSS Train the Trainer Web Series. Communities seeking assistance can go to the EPA CUPSS Trainers Directory here, https://www.epa.gov/sites/production/files/2015-11/documents/cupss_trainers_directory.pdf and find Read's contact information.

Andy Crocker

Virginia State Manager

Andy Crocker serves as State Manager and Technical Assistance Provider in the Commonwealth of Virginia where, through federal technical assistance (TA) grants from USEPA, USDA and HHS-Office of Community Services, he provides technical, managerial and financial TA to rural and low-to-moderate income water and wastewater systems around the state. He is a 1995 graduate of Virginia Tech with a Bachelor of Arts degree in Interdisciplinary Studies (Education) and, as a Virginia Class I Waterworks Operator, has 10 years of operational experience from four different facilities with varying treatment processes including conventional, up-flow clarification and membrane filtration. He also worked with the Virginia Rural Water Association (VRWA) first as a USDA-funded Circuit Rider and later as an EPA-funded Training Specialist. It was during this phase of his career that he became a Certified CUPSS Trainer and assisted small utilities in the use of the CUPSS program. In the two year period between the Circuit Rider and Training Specialist positions, Crocker spent time in the private sector specializing in capacity development issues related to non-revenue water while serving as the North American Water Products/Leak Detection Specialist for Metrotech Corporation (now Vivax-Metrotech).

In addition, Crocker is an Adjunct Faculty member at Virginia Tech in the department of Continuing and Professional Education. He co-authored the manuals and is an instructor for Applied Math and Basic Science, Small Systems Operation Short Course and the Groundwater Math Short Course. He is a regular presenter for the Virginia Department of Health Office of Drinking Water (VDH ODW) Continuing Professional Education teleconference series for operators and managers, having given lectures on water-related topics ranging from Well and Distribution System Disinfection to Basics of Membrane Filtration.

Jean Holloway

Delaware State Manager

Jean Holloway is the Delaware State Manager for SERCAP and is based in Camden. Jean received a BA in Political Science from Western Maryland College (now McDaniel College) in Westminster, Maryland in 1974. She began work in the Worcester County Treasurer's Office immediately following graduation and worked there until 1981. From 1982 until 1986 she worked part time at home for the Worcester County Farm Bureau as the Secretary-Treasurer.

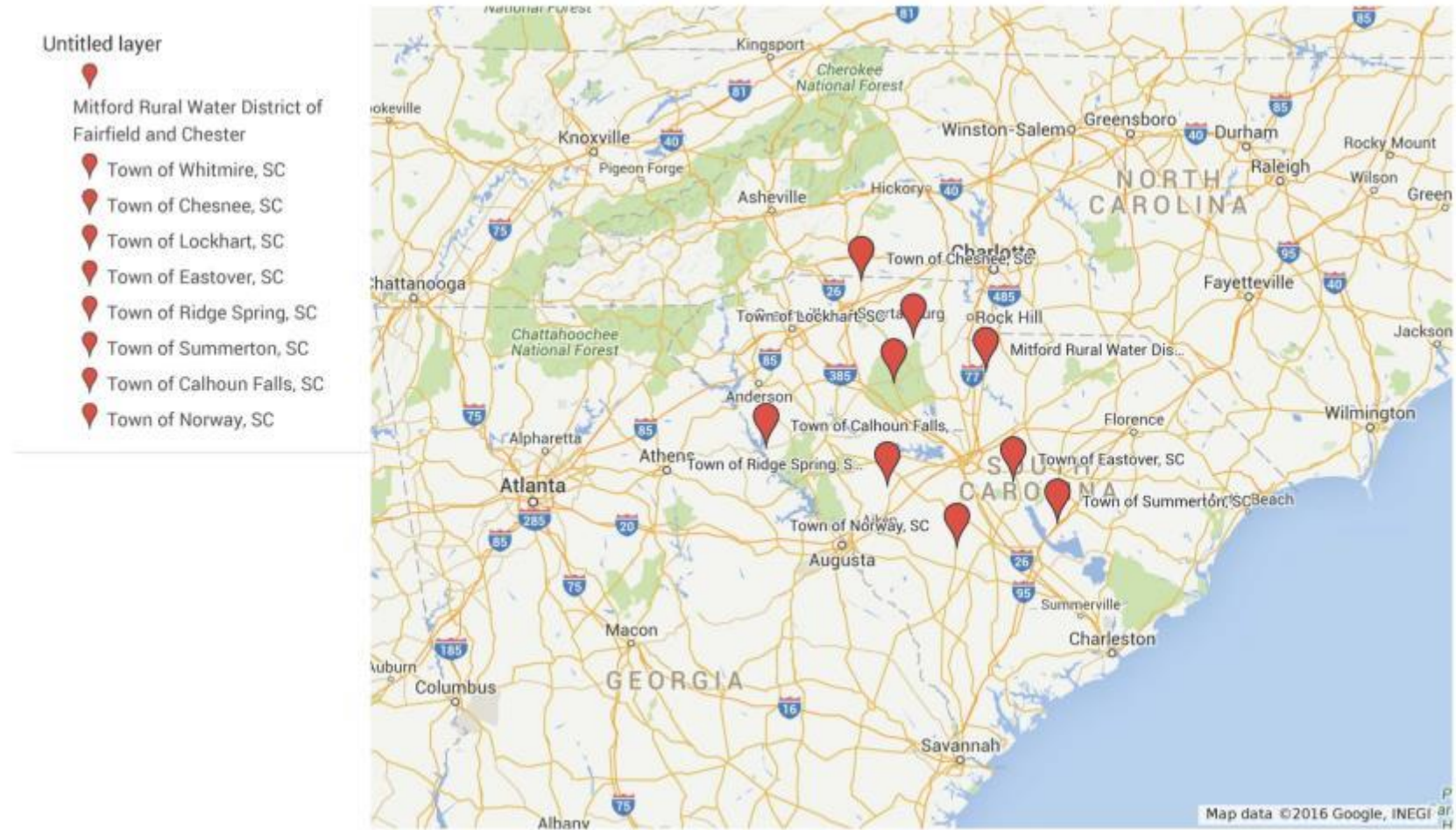
In 1986 she started work for the Town of Snow Hill, Maryland as the Community Development Coordinator, writing and administering their Small Cities Community Development Block Grant programs which included housing, economic development and infrastructure projects.

In late 1989 she began work as a Circuit Rider administrator for a group of three towns on the Maryland Eastern Shore—Feddersburg, Vienna and Crisfield. She served as town administrator in Feddersburg and Vienna, and as a grants administrator in Crisfield, spending three days per week in Feddersburg, and one day a week each in Vienna and Crisfield.

In March 1991 she went to work as the Administrative Director for the Town of Berlin, Maryland and worked there until May 1996. She worked for the Maryland Rural Water Association as a Program Specialist until June 1999, and she began work for the Region 3 EFC in August of that same year, a position she held for more than eight years. In December 2007 she started her current position as Sustainable Infrastructure Assistance Program (SIAP) Circuit Rider for the Delaware Rural Water Association under a new program funded by the state Office of Drinking Water.

She has served on the Maryland Department of the Environment's Capacity Development advisory committee, the Training Review and Evaluation Committee for the Board of Waterworks and Waste Operators Certification and the Council for Rural Maryland. She has been an Associate of the National Environmental Training Center for Small Communities (NETCSC), the Maryland Inter-Agency Technical Assistance Committee on Wastewater Treatment System Security, and the Advisory Committee for the Small Public Water Systems Technical Assistance Center (SPWSTAC) at PennState – Harrisburg. She is currently a member of the Adjunct Faculty at Delaware Technical and Community College in Georgetown, Delaware, and the Eastern Shore Chapter of WWOA. She is a Licensed Water Supply Operator for the State of Delaware, and a nationally certified Utility Manager. In addition, Jean is a certified CUPSS trainer. She has published a number of articles on Water System management and planning topics in national and state industry publications. A lifelong resident of Maryland's Eastern Shore, Mrs. Holloway resides in rural Newark, MD with her husband Earl.

Appendix 16: Project Recipient Map



Appendix 17: SERCAP Progress Report for 2015-2016

Table 8 SERCAP Progress Report for 2015-2016

Long-Term Impact	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total
		#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	\$ Invested
Overall Improved Quality of Life for Client / Community	# of Communities Assisted	40	\$349,262.00	48	\$389,763.72	70	\$630,315.80	48	\$364,110.55	\$1,733,452.07
	# of Individuals Assisted	249,695	\$61,591.74	280,319	\$27,649.47	158,167	\$42,193.25	235,041	\$48,873.25	\$180,307.71
	Total Impact	\$410,853.74		\$417,413.19		\$672,509.05		\$412,983.80		\$1,913,759.78

Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	\$ Invested
Improved Environmental Health for Client / Community	Gained Reliable Access to Clean, Safe Drinking Water	# of Individuals Assisted	248,529		279,219		154,468		233,945		347,090 Individuals
	Gained Access to Environmentally Sound Wastewater Disposal System	# of Individuals Assisted	248,529		279,219		154,468		233,945		
	Gained or Kept Access to Affordable Housing that is Warm, Safe, and Dry	# of Individuals Assisted	1,026		1,025		1,026		1,025		
	Improved Physical Health	# of Individuals Assisted	249,695		280,319		158,167		235,041		
	Improved Mental / Emotional Health	# of Individuals Assisted	249,695		280,319		158,167		235,041		

SERCAP Progress Report for 2015-2016 Continued Part 1

Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	\$ Invested
Improved Economic Self-Sufficiency for Client / Community	Improved Water/Wastewater Infrastructure	# of Communities Assisted	40		48		70		48		111 Communities
	Improved Efficiency of Water/Wastewater Infrastructure System	# of Communities Assisted	40		48		70		48		
	Improved Potential Economic Development Opportunities for Community	# of Communities Assisted	40		48		70		48		
	Added Asset and/or Increased Property Value for Individual Client	# of Individuals Assisted	29		12		9		25		168 Individuals
	Potentially Increased Savings for Individual Client and/or Decreased Debt Load for Individual Client	# of Individuals Assisted	50		28		33		36		

SERCAP Progress Report for 2015-2016 Continued Part 2

Goal 1: SERCAP will make grants to localities for water and wastewater related projects serving low income population												
Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Provided Rural Communities with Clean Water and Sound Sanitation Facilities.	Provided Emergency Funding for Water / Wastewater Upgrades / Repairs such as Pumps, W/WW Lines, Etc.	# of Communities	0	0	1	\$10,700	N/A	N/A	1	\$5,000	2	\$15,700
		# of Individuals Assisted	0		N/A		N/A		67		67+	
Provided Rural Communities with Infrastructure Solutions	Provided Funding Towards Water / Wastewater Infrastructure, Connections, and Laterals.	# of Communities	1	\$50,000	2	\$62,232	N/A	N/A	1	\$8,872.15	4	\$121,104.15
		# of Households	N/A		N/A		N/A		N/A		N/A	
		# of Individuals Impacted	N/A		N/A		N/A		32		32+	
Provided Rural Communities with needed Resources to move forward with Economic Development Projects.	Provided Funding for Preliminary Engineering Studies, Test Wells, Soil Tests, Analyses, Etc.	# of Communities	0	\$0	0	\$0	N/A	N/A	1	\$7,989	1	\$7,989
		# of Households	0		0		N/A		N/A		N/A	
		# of Individuals Assisted	0		0		N/A		1,450		1,450	
	Provided Funding for Comprehensive Development Costs for Wells, Storage Tank Rehab, System Upgrades, Etc.	# of Communities	0	\$0	1	\$10,047.72	N/A	N/A	0	\$0	1	\$10,047.72
		# of Individuals Assisted	0		N/A		N/A		0		N/A	

SERCAP Progress Report for 2015-2016 Continued Part 3

Goal 2: SERCAP will make grants to low-income families and individuals requiring emergency assistance with household water system and wastewater system repairs and / or improvements

Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Provided Families and / or individuals with clean water and/or Sound Sanitation Facilities.	Provided Emergency Funding for Water and / or Well Repairs.	# of Households	1	\$1,059.34	0	\$0	N/A	N/A	4	\$4,750.00	5	\$5,809.34
		# of Individuals Assisted	1		0		N/A		4		5	
	Provide funding for well and septic installation.	# of Households	1	\$1,500	0	\$0	N/A	N/A	7	\$11,500.00	8	\$13,000
		# of Individuals Assisted	1		0		N/A		7		8	
	Provided Emergency Funding for Septic Tank / System Repairs or Upgrades.	# of Households	1	\$187.50	0	\$0	N/A	N/A	2	\$2,100.00	3	\$2,287.50
		# of Individuals Assisted	1		0		N/A		2		3	
	Provided Funding for Water/Wastewater Lines.	# of Households	7	\$13,824.90	0	\$0	N/A	N/A	7	\$14,025.00	14	\$27,849.90
		# of Individuals Assisted	8		0		N/A		7		15	
	Provided Funding for Connection Assistance for Water/Wastewater.	# of Households	4	\$3,025	0	\$0	N/A	N/A	3	\$5,950.00	7	\$8,975
		# of Individuals Assisted	7		0		N/A		3		10	

SERCAP Progress Report for 2015-2016 Continued Part 4

Goal 3: SERCAP will provide Technical Assistance and Training Projects including: Watershed Quality, Solid Waste, Technitrain, and EPA Projects						
Long-Term Outcomes	1 st Quarter					
	Related Measureable Output	Type of TA	# of Projects	Households Impacted	People Assisted	Project Investment
Improve Local Infrastructure and support increased economic growth by Providing Communities with Dedicated Knowledgeable Water / Wastewater Treatment System Staff and Long Term Strategic Goals / Plans.	Technical Assistance Provided to Water / Wastewater Systems	Compliance & Environmental Health	Continuing: 7	30,739	71,220	\$76,696
			New: 1			
		Facilities Development	Continuing: 5	29,448	72,258	\$47,935
			New: 0			
		Management & Finance	Continuing: 2	333	1,199	\$19,174
			New: 0			
		Operations & Maintenance	Continuing: 4	4,891	14,758	\$38,348
			New: 0			
		Planning & Development	Continuing: 4	22,427	51,128	\$38,348
			New: 0			
		Source Water Protection	Continuing: 1	15,018	37,355	\$9,587
			New: 0			
		Capacity Building	Continuing: 1	229	582	\$19,174
			New: 1			
		TOTAL	26	103,085	248,500	\$249,262
Long-Term Outcomes	2 nd Quarter					
	Related Measureable Output	Type of TA	# of Projects	Households Impacted	People Assisted	Project Investment
Improve Health through Provision of Clean and Safe Drinking Water to Residents of Rural Communities.	Technical Assistance Provided to Water / Wastewater Systems	Compliance & Environmental Health	Continuing: 8	43,920	104,025	\$95,870.00
			New: 2			

		Facilities Development	Continuing: 4	21,427	50,137	\$38,348.00
			New: 0			
		Management & Finance	Continuing: 2	1,581	3,547	\$28,761.00
			New: 1			
		Operations & Maintenance	Continuing: 4	5,892	16,215	\$76,696.00
			New: 4			
		Planning & Development	Continuing: 4	22,427	67,343	\$38,348.00
			New: 0			
		Source Water Protection	Continuing: 1	15,018	37,355	\$9,587.00
			New: 0			
		Capacity Building	Continuing: 2	229	582	\$19,174.00
			New: 0			
		TOTAL	32	110,494	279,204	\$306,784.00
Long-Term Outcomes	3 rd Quarter					
	Related Measureable Output	Type of TA	# of Projects	Households Impacted	People Assisted	Project Investment
	Technical Assistance Provided to Water / Wastewater Systems	Compliance & Environmental Health	Continuing: 3	20,742	51,599	\$57,522.00
			New: 3			
		Facilities Development	Continuing: 0	43,615	100,913	\$86,283.00
			New: 9			
		Management & Finance	Continuing: 1	189	443	\$19,174.00
			New: 1			
		Operations & Maintenance	Continuing: 0	0	0	\$0.00

			New: 0			
		Leadership & Development	Continuing: 2	398	922	\$19,174.00
			New: 0			
		Source Water Protection	Continuing: 0	0	0	\$0.00
			New: 0			
		All other/multiple types	Continuing: 8	70,745	582	\$76,698.00
			New: 0			
TOTAL		27	135,689	154,459	\$258,851.00	
Long-Term Outcomes	4 th Quarter					
	Related Measureable Output	Type of TA	# of Projects	Households Impacted	People Assisted	Project Investment
	Technical Assistance Provided to Water / Wastewater Systems	Compliance & Environmental Health	Continuing: 6	3481	56473	\$86,283.00
			New: 3			
		Facilities Development	Continuing: 9	43615	100913	\$86,283.00
			New: 0			
		Management & Finance	Continuing: 2	479	1141	\$28,761.00
			New: 1			
		Operations & Maintenance	Continuing: 0	0	0	\$0.00
			New: 0			
		Leadership & Development	Continuing: 2	398	922	\$19,174.00
			New: 0			
		Source Water Protection	Continuing: 0	0	0	\$0.00
			New: 0			
		All other/multiple types	Continuing: 8	32886	72922	\$115,044.00

			New: 4			
		TOTAL	35	80859	232371	\$335,545.00
Year End Totals						
Related Measureable Output	Type of TA	# of Projects	Households Impacted	People Assisted	Project Investment	
Technical Assistance Provided to Water / Wastewater Systems	Compliance & Environmental	16	43,920+	104,025+	\$316,371.00	
	Facilities Development	14	65,042	151,050	\$258,849.00	
	Management & Finance	5	1,581+	3,547+	\$95,870.00	
	Operations & Maintenance	8	5,892	16,215	\$115,044.00	
	Leadership & Development	4	22,427	67,343	\$115,044.00	
	Source Water Protection	1	15,018	37,355	\$19,174.00	
	Capacity Building	2	229	582	\$38,348.00	
	All other/multiple types	12	32,886	72,922	\$191,742.00	
	TOTAL	62	141,494	345,467	\$1,150,442.00	

SERCAP Progress Report for 2015-2016 Continued Part 5

Goal 4: SERCAP will recruit student volunteers and communities (host sites) for the VFC (Volunteers for Communities) Program												
Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Instill Life Long Commitment to Service in High School and College Students.	Student Volunteers	# of Volunteers	0	-	0	-	422	-	7	-	429	-
		# of Volunteer Hours	0	\$0.00	0	\$0.00	12,660	\$298,269.60	210	\$4,947.60	12870	\$303,217.20
		# of Schools	0	-	0	-	17	-	1	-	18	-
Assisted Rural Community Members learn Leadership and Planning Skills that will translate in to better job skills.	Community Volunteers	# of Volunteers	0	-	0	-	42	-	3	-	45	-
		# of Volunteer Hours	0	\$0.00	0	\$0.00	420	\$9,895.20	30	\$706.80	450	\$10,602.00
		# of Host Sites	0	-	0	-	21	-	1	-	22	-
		Donations Received	0	-	0	-	422	\$63,300.00	7	\$1,050.00	429	\$64,350.00
Increased Community Property Values through Completion of Community Development Projects.	VFC Service Projects Completed	# of Projects	0	-	0	-	21	-	4	-	25	-
		# of Communities	0	-	0	-	21	-	1	-	22	-
		# of People Impacted	0	-	0	-	2,100	-	N/A	-	2,100+	-

SERCAP Progress Report for 2015-2016 Continued Part 6

Goal 5: SERCAP will register and graduate SAVERS in its VIDA (Virginia Individual Development Accounts) Program												
Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Registered Individuals in Program to Help Achieve a Personal Milestone.	Registered SAVERS in VIDA Program	# of SAVERS	15	-	15	-	24	-	28	-	28	-
		Avg. Savings Goal	-	\$40	-	\$40	-	\$38.04	-	\$35.71		\$35.71
Successfully facilitated Purchase of Home increasing Individual's Asset Growth.	Graduated SAVERS from VIDA Program who successfully purchased a home.	# Graduated SAVERS	0	-	0	-	0	-	0	-	0	-
		Avg. \$ Saved	0	-	0	-	0	-	0	-	0	-
Successfully facilitated Starting a Small Business increasing Local Business Development.	Graduated SAVERS from VIDA Program who successfully started a business	# Graduated SAVERS	0	-	0	-	0	-	0	-	0	-
		Avg. \$ Saved	0	-	0	-	0	-	0	-	0	-
Successfully facilitated Entering Higher Education improving Knowledge Base of Individual.	Graduated SAVERS from VIDA program who successfully enrolled in school	# Graduated SAVERS	0	-	0	-	0	-	0	-	0	-
		Avg. \$ Saved	0	-	0	-	0	-	0	-	0	-

SERCAP Progress Report for 2015-2016 Continued Part 6

Goal6: SERCAP will disburse loans through its Community Development Loan Fund												
Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Provided Individuals and / or Families with Clean Drinking Water Improving Health and State of Mind.	Well Loans Dispersed	# of Loans	6	\$37,615.00	3	\$10,814.47	4	\$31,543.25	1	\$7,548.25	14	\$87,520.97
		# of Households	6		3		4		1		14	
		# of Individuals Assisted	10		7		8		2		27	
Provided Individuals and / or Families with Sound Sanitation Facilities Improving Health of Neighborhood.	Septic Loans Dispersed	# of Loans	0	\$0.00	2	\$8,935.00	0	\$0.00	0	\$0.00	2	\$8,935.00
		# of Households	0		2		0		0		2	
		# of Individuals Assisted	0		4		0		0		4	
Prevented Individuals and / or Families from Failing HQS Inspection (risk of losing home) through Provision of Home Improvements.	Home Improvement Loans Disbursed	# of Loans	0	\$0.00	1	\$4,900.00	0	\$0.00	0	\$0.00	1	\$4,900.00
		# of Households	0		1		0		0		1	
		# of Individuals Assisted	0		1		0		0		1	
Improve Economic Stability by Providing Needed Service or Infrastructure to Rural Communities.	Community Development Loans Dispersed	# of Loans	1	\$50,000.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$50,000.00
		# of Households	NA		0		0		0		N/A	
		# of Individuals Assisted	NA		0		0		0		N/A	
Provided Needed Goods and / or Services to Rural Communities and	Small Business Loans Dispersed	# of Loans	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
		Community Impacted	0		0		0		0		0	

Goal6: SERCAP will disburse loans through its Community Development Loan Fund												
Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Growing Local Economy.		# of Individuals Impacted	0		0		0		0		0	
Assisted Locality, Organization, and / or Individual become more familiar with financial strategies.	Technical Assistance provided to Loan Fund Clients and Potential Clients.	# of Communities	12+	TBD	12+	TBD	5	\$550,000.00	8	\$550,000.00	12+	\$550,000.00
		# of Households	N/A		N/A		N/A		N/A		N/A	
		# of Individuals Assisted	N/A		N/A		N/A		N/A		N/A	

Goal 7: SERCAP will Leverage additional program investment funds through its other programs

Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Provide families and individuals with safe, healthy, and affordable housing improving their quality of life.	Provide Indoor Plumbing & Rehabilitation Services.	# Houses Completed	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0	0	\$0.00
		# of Families Assisted	0		0		0		0		0	
		# of Individuals Assisted	0		0		0		0		0	
		# of Houses in Process	0		0		0		1			
		# of Families Assisted	0		0		0		6			
		# of Individuals Assisted	0		0		0		6			
Improved value of home and property.	Provide Owner Occupied Housing Rehabilitation Services.	# Houses Completed	1	\$1,380.00	0	\$0.00	1	\$7,650.00	0	\$0.00	2	\$9,030
		# of Households Assisted	1		0		1		0		2	
		# of Individuals Assisted	1	-	0	-	1	-	0	-	2	-
Increase # of Individuals / Couples able to Age at Home.		# of Homes w/ Accessibility features added	0	-	0	-	N/A	-	0	-	0	-
		# of Seniors Assisted	1	-	0	-	1	-	0	-	2	-
		# of Houses in Process	4	N/A - Total \$ TBD	4	N/A - Total \$ TBD	3	N/A - Total \$ TBD	3	N/A - Total \$ TBD	-	-
		# of Households Assisted	4	-	4	-	3	-	3	-	-	-

Goal 7: SERCAP will Leverage additional program investment funds through its other programs

Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
Reduce Cost to State and Individuals / Families for Assisted Living Facilities and Nursing Home Care.		# of Individuals Assisted	6	-	6	-	5	-	5	-	-	-
		# of Homes w/ Accessibility features added	0	-	0	-	0	-	0	-	-	-
		# of Seniors Assisted	5	-	5	-	4	-	4	-	-	-
Empower Individuals and Assist them in improving their own financial situation.	Multi-Family Housing Complexes Maintained to Ensure Affordable Housing in Rural Areas.	# of Complexes	10	\$3,000.00	10	\$3,000.00	10	\$3,000.00	10	\$3,000	10	\$12,000
		# of Families Assisted	410	-	410	-	410	-	410	-	410	-
		# of Individuals Assisted	1,025	-	1,025	-	1,025	-	1,025	-	1025	-
	Provide One-on-One Housing Counseling Services	Pre-Purchase Counseling Clients	8	-	1	-	1	-	0	-	10	-
		Post Purchase Counseling Clients	6	-	3	-	1	-	0	-	10	-
		Foreclosure Prevention Counseling Clients	7	-	0	-	2	-	1	-	10	-
		Rental Counseling Clients	14	-	9	-	5	-	7	-	35	-
		Fair Housing Counseling	0	-	0	-	0	-	0	-	0	-
	Provide Group Housing Counseling	Homebuyer Education	0	-	0	-	0	-	0	-	0	-

Goal 7: SERCAP will Leverage additional program investment funds through its other programs

Long-Term Impact	Related Short-Term Outcomes	Related Measurable Outcomes	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Year End Total	
			#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested	#	\$ Invested
	Workshops.	Workshops										
		Foreclosure Prevention Workshops	0	-	0	-	0	-	0	-	0	-
		Credit Workshop	63	-	38	-	67	-	2	-	170	-
		Budgeting Workshop	0	-	0	-	10	-	21	-	31	-
		ID Theft Prevention Workshop	0	-	0	-	0	-	2	-	2	-
		Fair Housing Workshop	0	-	12	-	0	-	0	-	12	-
		Home Maintenance Education Workshop	9	-	0	-	0	-	0	-	9	-
	Provide other Financial Literacy Training	Credit Counseling	0	-	0	-	0	-	0	-	0	-
		Financial Literacy	19	-	0	-	0	-	0	-	19	-

3.3.3.1

eCivis is continually learning new and improved methods for preparing grant applications for our clients. We learn as much from our clients and their needs as we provide grant writing services. Our approach to developing successful Federal applications is first having the right people assigned to lead the effort who have the requisite skills and knowledge to succeed for our client. eCivis' approach to strategic staffing is to assemble a team of individuals who by education, training and professional experience are best positioned to provide the greatest value to the client. One team member is selected as the client manager and serves as the primary point of contact, oversees distribution of work, and ensures a quality work product. Our professional team works closely together and draws from the expertise of other eCivis professionals who are not specifically assigned to the client but whose expertise enhances the team's ability to provide unparalleled service.

eCivis adheres to a six-step grant development process.

Step 1) Upon award of this contract, the eCivis Team will request through the principal contact with the State of Nevada to arrange meetings with Departments interested in grant services. eCivis will provide a presentation on the grant process and discuss potential grant opportunities for the Department to consider applying for funding. (Knowledge – Federal Grant Programs that are applicable to the Department) (Skills – Communication, Planning, Coordination)

Step 2) State Department personnel will distill eCivis suggestions and provide detailed information on project needs for grant funding. (Skill – Consistent Feedback Loop)

Step 3) eCivis will undertake a comprehensive research of Federal, State and Foundation grants that address the Department's project needs. eCivis will produce a Grant Funding Guide that includes the following information:

- 1) High level grant description*
- 2) Funding Details*
- 3) Eligible Applicants*
- 4) Link to additional information*
- 5) Grant Program Staff Contact information*

(Knowledge – Federal Grant Programs that are applicable to the Department) (Skills – Communication, Planning, Coordination)

Step 4) eCivis will meet with Departments to review the Grant Funding Guide and initiate a series of meetings to discuss setting grant priorities and developing a Grants Calendar for initiating grant applications. Many Federal and State grants have annual

release dates. eCivis will prepare a grants calendar that identifies the best month for the State Department to initiate work on the grant application
(Skills – Communication, Planning, Coordination)

Step 5) Applying for a Grant! While this is Step 5, eCivis will also be prepared on Day 1 of the Contract approval to initiate work on a grant opportunity that the State has identified. During Step 5 eCivis will work closely with State personnel to review the grant requirements and to establish a deadline for completing major tasks. eCivis will take the lead on managing all aspects of the grant writing process. eCivis will fill out all grant application forms and in the case of federal grants, will submit the grant applications via Grants.gov.

(Knowledge – Federal Grant Programs that are applicable to the Department) (Skills – Communication, Planning, Coordination, Organization, Adherence to project schedules and deadlines, Quality Control)

Step 6) Grant Award! Like Step 5, eCivis is prepared to provide grant management and reporting support to the State with any grant awarded during the term of this contract, or any grant the State is currently implementing. eCivis has multiple decades of experience managing federal, state and philanthropic grants including submittal of Quarterly reports, financial reports, and close-out reports. We also have extensive procurement experience and can assist the State with complying with government procurement regulations.

(Knowledge – Federal Grant Program Reporting) (Skills – Attention to detail, financial reporting, accuracy)

3.3.4.1

eCivis grant professionals who will be assigned to this contract possess a depth of grant-writing experience unparalleled in the industry. Not only have we written hundreds of successful grant applications, we have taught these highly-specialized skills to a variety of audiences, including the academic community. Our grant professionals have served as adjunct college instructors for over a dozen years each. They are very adept at presenting information to audiences and can lead group facilitation and program planning exercises.

With respect to conducting research relevant to grant development, eCivis will send a team of professionals to State Departments to assess and identify needs and priorities and match federal and foundation opportunities to meet those needs. We hope to meet with department heads, as well as State leadership to discuss ongoing projects, priorities and future needs that may benefit from federal or foundation assistance.

Based on our discussions, the eCivis team will then provide the Department with a strategic analysis and corresponding work plan. We will assess and identify policy, regulatory, funding, and cost avoidance opportunities for each project and priority.

We will coordinate with the Department in person to discuss our assessment and proposed work plan. The resulting work plan will serve as a roadmap for promoting the Department's needs and priorities at the federal level. It is just a roadmap and is always subject to adjustment based on changing needs and circumstances in the State.

3.3.5.1

eCivis grant writers cover a wide range of subject matter areas and can fulfill all the grant needs of Nevada State Departments. We possess exceptional expertise in preparing environmental, HUD, USDA, DOJ, DHS and EDA grant applications.

3.3.5.2

As a result of our decades of doing business in Washington, DC, and our work with clients across the country, eCivis has extensive relationships with congressional leaders and key congressional committee staff. In tandem with our Capitol Hill relationships, eCivis also has long-standing working relationships with key federal agencies such as the Environmental Protection Agency, Department of Housing and Urban Development, the Department of Transportation, and the Department of Justice. When appropriate, we use our relationships with Members of Congress from other jurisdictions that could use their position on a relevant committee to assist other clients' interests. We are only able to do that after years of relationship development and trust.

3.3.6.1

After representing local communities for 34 years, eCivis's list of accomplishments and successes on behalf of our clients is extensive. Since 2010, when earmarks were prohibited by Congress, eCivis has secured more than \$518.8 million in federal competitive grants and loans. In the past three years, eCivis has a 70% grants win rate for our municipal and non-profit clients for a total of \$60,783,390 in funding. Provided below is a snapshot of our recent success with clients:

Southeast Rural Community Assistance Project (SERCAP) Receives Funds to Provide Water and Wastewater Management Technical Assistance: SERCAP is a non-profit organization that provides environmental technical assistance services to small rural communities. In 2016, SERCAP and eCivis teamed up to submit a grant application to the Department of Agriculture's Rural Community Development Initiative (RCDI). With technical information that SERCAP provided, eCivis was able to prepare a successful grant submission, including forms, narratives, budgets, timelines, and evaluation metrics to USDA. Through the joint effort, SERCAP received \$250,000 to provide

technical assistance to help rural communities use GIS mapping to evaluate, maintain and repair their water and wastewater systems.

Loudoun County, VA Wins Assistance to Firefighter Grant: In 2016, the Loudoun County Fire, Rescue and Emergency Management Department received a \$2,000,000 award from the Assistance to Firefighters (AFG) grant program. The award will allow the Department to purchase Self Contained Breathing Apparatus (SCBA) for firefighting personnel. eCivis assisted the County in editing the AFG grant application and providing consultation throughout the grant process.

City of Harrisburg, PA Receives Funds to Remove Lead from Homes: In 2015, the City of Harrisburg teamed up with eCivis to prepare a grant application to the Department of Housing and Urban Development's (HUD) Lead Hazard Reduction Demonstration grant program. eCivis staff took the lead in writing the grant narrative, preparing the budgets, reviewing and updating existing policies and procedures, and submitting all required forms and the application to HUD. eCivis staff worked collaboratively with the City to secure necessary grant information, and provided several drafts to the City for review and approval prior to submittal. The collaborative approach resulted in success, when the City received notice that it would be awarded \$3.714 million to remove lead and other health hazards from City homes which have children present under the age of six.

Expanding Metro Atlanta Urban Farm's (MAUF) Farmers Market: The residents in College Park, GA, have limited access to fresh, locally grown produce, with many residents living in food desert census tracts. As a result, residents turn to the unhealthy alternatives of processed or fast foods, which in turn leads to future health issues such as obesity, high blood pressure, and diabetes. In order to improve healthy food access and health outcomes for the community, MAUF and the City engaged eCivis to prepare a Farmers Market Promotion Program (FMPP) application on their behalf and submit it to the Department of Agriculture. After several brain storming sessions, eCivis created a project scope and design that would support and expand food access for College Park Residents. eCivis led the grant writing for the application, preparing all narratives, budgets, and federal forms. The City and MAUF provided constant feedback on the project design and assisted eCivis in securing quotes to inform the budget. In September of 2016, MAUF and the City received \$222,663 to support their grant proposal that will support and expand local farmer's share of the market and improve access and consumption of fresh food in College Park's food desert areas. MAUF and its partners will recruit four new farmers to sell at its existing farmers market, provide technical assistance and training to farmers and College Park residents, and open a rotating pop-up farmers market and mobile market.

El Paso County Secures TIGER funding to Provide Alternative Routes to Access Growing Military Base: In 2014, eCivis helped El Paso County, CO secure a \$1.2 million grant in the 2014 Transportation Investment Generating Economic Recovery (TIGER) round.

eCivis professionals worked with the County from the project's inception to application submission to craft a winning application with significant political support. Civis drafted sections of the application, prepared letters of support, and provided technical assistance and coaching throughout the application process. The award will fund pre-construction activities to reconstruct an alternative entryway to Fort Carson's Gate 19.

Continuum of Care Reentry Program Developed in Cumberland County, ME: On behalf of Cumberland County ME, Civis took the lead in writing a winning 2014 DOJ Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders. Civis assisted a team of 10 social service providers and the County to develop a project scope and took the lead in drafting the grant narrative based on information provided by the participants. The County received \$572,524 through the program to provide a holistic approach to reduce recidivism among high-risk, repeat offender inmates with co-occurring disorders.

3.3.7.1

eCivis approach to strategic staffing is to assemble a team of individuals who by education, training, and professional experience are best positioned to provide the greatest value to the client. Our team is highly regarded for its impressive grant success rate of 60- 70% in an arena where, on average, federal agencies only fund 10 – 15% of the applications they receive. We have assisted clients all over the country to secure hundreds of millions in grant funding from numerous federal, state, and private sources.

Our team approaches development and management of concurrent projects by assigning a client manager who is responsible for overseeing all projects and assigning grant writers based on division/project specific needs. All of our grant writers have been vetted and tested and have proven they have the experience to develop and write successful grant applications. We require that all our grant writers possess a bachelor's degree or higher, provide evidence of successful grant writing applications, be proficient in research and data analysis, and have experience working in deadline-driven environments. We can confidently state that we have the capacity to handle multiple concurrent grant applications competently and expeditiously.

3.3.7.2

eCivis is currently under contract with the City of Harrisburg, PA to provide grant management support for multiple HUD grants as well as provide local government consulting services. eCivis recognizes that one client manager cannot always be available to meet all of Harrisburg's grants and consulting needs. As a consequence, eCivis has instituted a team approach to client fulfillment by assigning on a multi-year basis personnel to work on Harrisburg projects with the understanding that our

personnel are receiving valuable project and client training in case we need to reassign personnel to other projects.

3.3.8

eCivis has worked with many state governments navigating the current procedures and regulations related to state budgeting and approving body. Policies related to grant can often be significantly improved to accommodate mandatory requirements for executive approval for submission of application, match approval, and award acceptance.

Related to Executive Order 12372, this was issued under president Reagan putting forward that States have a single point of contact for grants, not all states are compliant and not all grants require a review of SPOC. eCivis VP Merrill Oliver has first-hand knowledge coordinating SPOC activities of the State of Maryland. The eCivis platform will allow ease of compliance across all state agencies to maintain better internal controls for EO 12372.

In the State of Arizona these internal controls were implement and successfully automated the process ensuring all state applications are routing to the designated state SPOC and receive a unique state application identifier complying with the EO and eliminating duplicative efforts.

3.3.9.1

*Tom Grimes
Director of Government Solutions
Cleveland, OH
15%*

*Merril Oliver
Vice President & Chief Operating Officer
Greater Washington DC Area
10%*

*Bill Ferguson
Lead Grant Consultant
Chattanooga, TN
30%*

3.3.9.3

All eCivis staff speak, read, and conduct business consistent appropriate to State interactions.

3.3.10.1

Implementations for State and state agencies have been completed for the State of Arizona, State of Georgia, State of Maryland, and State of California. In addition, Merrill Oliver, VP & CFO has spent 13 years in state government most recently as the Director of the Maryland Governor's Office of Grants.

3.3.11.1

eCivis has been in business for 17 years

3.3.12.1

eCivis offices are equipped with all standard office equipment and technology including the following capabilities: video conferencing, webcasting, phone calls, copying/scanning/faxing documents, and other support equipment.

All eCivis staff can communicate by phone or email and send/receive large amounts of data.

3.3.12.3

Where needed, a SFTP folder can be established if extremely large amounts of data need to be transferred.

SECTION VII – SECTION 4 COMPANY BACKGROUND AND REFERENCES

Company Background

4.1 Vendor information

4.1.1 Company Profile

Question	Response
Company name:	eCivis
Ownership (sole proprietor, partnership, etc.):	Corporation
State of incorporation:	Delaware
Date of incorporation:	
# of years in business:	17
List of top officers:	James Ha, Merrill Oliver, Sami Hoda, Kate Holmberg

Question	Response
Location of company headquarters:	Pasadena, CA
Location(s) of the company offices:	Pasadena, CA Tempe, AZ
Location(s) of the office that will provide the services described in this RFQ:	Pasadena, CA
Number of employees locally with the expertise to support the requirements identified in this RFQ:	35
Number of employees nationally with the expertise to support the requirements in this RFQ:	7
Location(s) from which employees will be assigned for this project:	Pasadena, Ca Tempe, AZ Cleveland, OH Greater Washing DC Area Chattanooga, TN

4.1.2

We are aware of this requirement.

4.1.3

Question	Response
Nevada Business License Number:	NV20161338568
Legal Entity Name:	eCivis, Inc.

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	
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4.1.4

We are aware of this requirement.

4.1.5

Yes		No	X
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4.1.6

Yes		No	X
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4.1.7

Yes		No	X
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4.1.8

Yes	X	No	
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4.1.9

eCivis was founded in June of 2000. Since its inception, eCivis has focused almost exclusively on improving grants performance for local government, schools, and community-based organizations through its suite of web-based grant solutions. As the leader in improving grants performance for local governments nationwide, eCivis is uniquely qualified to assist St. Lucie County with grant research and writing services. Since 2000, eCivis has partnered with more than 3,500 cities, towns, and villages to assist them with searching for grant funding and managing awards. We have provided services to 126 clients located in Florida since 2001.

eCivis is a corporation specializing in securing policy and regulatory changes, federal funding, grants, and authorizations for our local government and non-profit clients. eCivis also provides consulting services for Department of Housing and Urban Development (HUD) programming, environmental regulatory practice and compliance, land use planning, and economic and demographic analysis. Listed below are eCivis' specialty areas:

- ❖ *Advocacy: eCivis teaches its clients to be their own best advocate by helping them develop and deliver the right message, to the right people, at the right time.*
- ❖ *Consulting: eCivis works on projects and issues starting from the ground up and includes strategic planning, environmental and administrative consulting services.*
- ❖ *Grants: eCivis grant specialists help communities identify grants, draft and review grant applications and secure political and community support.*
- ❖ *Federal Funding: eCivis helps its clients in every aspect of securing federal funding, from the budget projects to project authorization and final appropriation.*
- ❖ *Legislative: eCivis clients help shape and influence major federal legislation to create opportunities and defend potential threats in order to strengthen their communities.*
- ❖ *Regulatory: eCivis helps its clients stay informed and engaged in the federal administrative regulator policy decisions that impact local government.*

Strategic approach

The challenge: to obtain effective grant writing assistance communities need to solve three fundamental issues:

1. Issue: Timing – Advance Planning = More Wins

The time afforded a community to develop and write a successful, competitive grant response from the Notice of Funding Availability (NOFA) issuance to the filing date is insufficient. The amount of time a community has to respond to a competitive grant notice shrinks even further, if outside support is needed.

Solution: Plan and develop your competitive grant priorities on at least an annual basis and increase your community's win rate.

2. Issue: Procurement – Secure Outside Grant Development and Grant Writing Assistance in Advance

Procurement processes can rarely be completed in the tight timeframe most NOFA's give a community to put together a fully developed, well written, successful grant response.

Solution: Procure any competitive grant development and grant writing assistance annually either by RFQ or RFP. With an annual grant plan in place, a community can put a professional grant development and grant writing service in place ahead of time.

3. Issue: Funding – Create a Mechanism for Funding Outside Grant Development and Grant Writing Assistance

It's always challenging to find funds to pay for grant writing support, particularly in a limited amount of time. The Federal solution is the indefinite delivery/indefinite quantity (IDIQ) contract that provides for an indefinite quantity of services during a fixed period of time. They may be government-wide contracts or agency-specific contracts.

Solution: Create a continuing contract/term and supply contract/IDIQ contract vehicle that can be used as a mechanism for funding grant development and grant writing services, on an as needed basis. Funds could be set aside to fund the grant program for the year or dollars could be funneled through the IDIQ contract vehicle from the department pursuing the grant.

The Service

Successfully pursuing grant funding year after year requires proactive preparation, strategic alignment and budgeted resources. Yet, many organizations find themselves reacting to meet grant deadlines, pursuing grants without a clear understanding of what is required to be successful or avoiding grants altogether because they lack the necessary resources to compete effectively. Competitive grants are time sensitive and require immediate attention whereas procurement processes and internal resources take time to be approved. This often creates tension between the desire to go after alternative funding sources and/or the ability to effectively pursue them.

With eCivis Strategic Grant Development and Grant Writing Service, our grants team will help you develop a comprehensive, long-term approach to grants that doesn't just solve a single grant need, but establishes a comprehensive solution that will lead to sustainable grant successes. As part of this comprehensive solution, our grants team will help you:

- *Thoroughly understand key initiatives and projects in your organization eligible for grant funding*
- *Research grants that align to these initiatives and organizational priorities to fill existing gaps*
- *Assess organizational capacity to apply for grants successfully*
- *Calendar key grants to be applied for over the next 2-3 year*
- *Align internal procurement processes and resources to pursue grant opportunities in a more efficient and effective way*
- *Review and edit grant applications prepared by your organization*
- *Draft grant proposals and provide strategic advice and consulting services to shape a priority project in accordance with the priorities articulated in the grant funding notice.*

Establishing a clear approach to grants and aligning internal resources to support grant activities can lead to more consistent successes in acquiring competitive Federal funding.

Procurement

- *Participants in eCivis's Strategic Grant Writing Service would go through either a RFQ or RFP process to select eCivis as their grant development and grant writing service provider in advance. Communities could issue the RFQ or RFP process individually or as a purchasing consortium.*
- *A purchasing consortium is an organized consortium of local governments that conduct a RFP process for a service or product under which members that join the consortium can purchase services or goods without additional procurement requirements. Example: one or more members of an association could issue a RFP for grant services under which any member of the consortium could engage the winner without further procurement actions on their part. You could create eligibility requirements for joining the consortium that would limit communities that would be directly competing geographically for the same program resources and/or limit the membership to certain number and possibly allow for a voting governing board.*

Funding

Use of a continuing contract/term and supply contract/indefinite quantity contract – a type procurement agreement generally used to engage a service provider like an

engineering company to provide services commonly with a set maximum funded amount, over a specific period of time to carry out a local government's projects not yet defined at the time of engagement. The local government can mobilize the provider when a project is identified, negotiate a price for the specific project and let the procured provider carry out the assignment without further procurement actions.

Three approaches to using a continuing contract/term and supply contract/IDIQ contract funding tool under which funds can be allocated for specific grant development and grant writing tasks on an as needed basis to compensate procurement vetted eCivis provider. The three approaches include:

- 1. Establishing a continuing contract/term and supply contract/IDIQ contract vehicle within a city/county that is fully funded as part of the annual budget process and can be accessed by one or more departments.*
- 2. Establishing a continuing contract/term and supply contract/IDIQ contract vehicle that is funded to do initial strategic grant planning and supplement the mechanism as needed for specific grant projects from relevant department resources.*
- 3. Establishing a continuing contract/term and supply contract/IDIQ contract vehicle within a city/county that is funded on an as needed basis from relevant department resources.*

4.1.10

eCivis has been providing professional services for 17 years.

4.1.11

Duns and Bradstreet Number

117742846

Federal Tax Identification Number

87-0732535

4.2 Subcontractor Information

4.2.1 Does this RFQ response include the use of subcontractors?

Yes		No	No
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Reference 1: Los Angeles County Sheriff's Department, CA

Reference #:	1
Company Name:	eCivis, Inc.
<p><i>Identify role company will have for this RFQ project (Check appropriate role below):</i></p>	

X	VENDOR		SUBCONTRACTOR
Project Name:	Los Angeles County Sheriff's Department		
Primary Contact Information			
Name:	Chin Kim		
Street Address:	211 W. Temple Street, Hall of Justice 6th Floor		
City, State, Zip	Los Angeles, CA 90012		
Phone, including area code:	(213) 229-1801		
Facsimile, including area code:	n/a		
Email address:	c2ukim@lasd.org		
Alternate Contact Information			
Name:	Sherry Lewis		
Street Address:	4700 Ramona Blvd		
City, State, Zip	Monterey Park, CA 91754		
Phone, including area code:	(213) 229-1807		
Facsimile, including area code:	n/a		
Email address:	salewis@lasd.org		
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Grant Review Services. Editing of all grant narratives and review of guidelines to ensure conformity.		
Original Project/Contract Start Date:	4/1/2016		
Original Project/Contract End Date:	4/8/2016		
Original Project/Contract Value:	\$1,500		
Final Project/Contract Date:	4/8/2016		
Was project/contract completed in time originally allotted, and if not, why not?	Yes		
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes		

Reference 2: Metropolitan Water District, CA

Reference #:	2		
Company Name:	eCivis, Inc.		
Identify role company will have for this RFQ project (Check appropriate role below):			
X	VENDOR		SUBCONTRACTOR
Project Name:	Metropolitan Water District, CA		
Primary Contact Information			
Name:	Joseph Chavez		
Street Address:	700 N. Alameda St.		
City, State, Zip	Long Beach, CA 90012		

Phone, including area code:	213 217 5510
Facsimile, including area code:	n/a
Email address:	jchavezjr@mwdh2o.com
Alternate Contact Information	
Name:	Cristine Snyder
Street Address:	P O Box 54153
City, State, Zip	Los Angeles, CA 90054
Phone, including area code:	(213) 217-5850
Facsimile, including area code:	n/a
Email address:	csnyder@mwdh2o.com
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	<p>eCivis will provide two consecutive days of grant professional development training. Day one will cover grant writing and day two will cover grant management. An overview of topic discussions is included below:</p> <p>Grant Writing:</p> <ul style="list-style-type: none"> • Qualifying the Grant • Writing the Grant • Statement of Need • Goals • SMART Objectives • Work Plan • Logic Model • Qualifications, Organization & Project • Evaluation • Budget • Sustaining the Grant <p>Grants Management:</p> <ul style="list-style-type: none"> • An Introduction to Federal Grants Law • Definitions of key terms • OMB Circulars • Compliance 101 • Common Compliance Pitfalls • Grants Management Success • Grant Close-out • Audits
Original Project/Contract Start Date:	2/1/2016
Original Project/Contract End Date:	3/31/2016
Original Project/Contract Value:	\$9,750
Final Project/Contract Date:	2/8/2016

Was project/contract completed in time originally allotted, and if not, why not?	Yes
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference 3: Navajo County, AZ

Reference #:		3	
Company Name:		eCivis, Inc.	
Identify role company will have for this RFQ project (Check appropriate role below):			
X	VENDOR		SUBCONTRACTOR
Project Name:		Navajo County, AZ	
Primary Contact Information			
Name:		Jimmy Jane	
Street Address:		100 East Code Talkers Drive	
City, State, Zip		Holbrook, AZ 86025	
Phone, including area code:		(928) 524-4031	
Facsimile, including area code:		n/a	
Email address:		James.Jayne@navajocountyaz.gov	
Alternate Contact Information			
Name:		Bryan Layton	
Street Address:		100 East Code Talkers Drive	
City, State, Zip		Holbrook, AZ 86025	
Phone, including area code:		(928) 524-4152	
Facsimile, including area code:		n/a	
Email address:		Bryan.Layton@navajocountyaz.gov	
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:		Grant Opportunity Research Analysis and Agenda Setting.	
Original Project/Contract Start Date:		11/7/2016	
Original Project/Contract End Date:		12/31/2016	
Original Project/Contract Value:		\$4,000	
Final Project/Contract Date:		12/31/2016	
Was project/contract completed in time originally allotted, and if not, why not?		Yes	

Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes
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SECTION VIII - ATTACHMENT G – PROPOSED STAFF RESUMES

Proposed Staff Resume

COMPANY NAME:		eCivis, Inc.	
<input type="checkbox"/> Contractor		<input type="checkbox"/> Subcontractor	
Name:	Tom Grimes		<input type="checkbox"/> Key Personnel
Classification:	Director Government Solutions	# of Years in Classification:	<1
Brief Summary of Experience:	Senior executive with demonstrated success in Public Sector technology transformation, negotiations, contracting and analytics. Specialties: Grants administration and reporting, procurement operations and supply chain. Additional depth in business intelligence, evaluation and application of emerging technologies & competitive analysis.		
# of Years with Firm:	<1		
RELEVANT PROFESSIONAL EXPERIENCE			
Required Information: MMYYYY to Present: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		03.2015 to 06.2015 StreamLink Software County of Kauai Anne Wooton, Grants Program Manager Mo'ikeha Building 4444 Rice Street, Suite 280 Lihue, Hawai'i 96766 (808) 241-4200/awooton@hawaiiintel.net Led and managed initial engagement involving county adoption of grants management solution. Work included contracting, SOW, establishing base metrics for ROI and pre-implementation training for Finance and Grants staff members.	

Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:	011.2014 to 03.2015 StreamLink Software District Department of the Environment Zita Rostas, Grants Officer 1200 First St. NE, Washington DC 20002 (202) 535-2600/zita.rostas@dc.gov Led and managed initial engagement between DOE and StreamLink Software including but not limited to contracting, SOW, implementation and training.	
Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:	01.2014 to 06.2014 StreamLink Software St. Tammany Parish Government Jeanne Marino, Director of Grants 21490 Koop Drive, Mandeville, LA 70471 (985) 898-2700/jbetbeze@stpgov.org Led and managed initial engagement between STP and StreamLink Software including but not limited to contracting, SOW, implementation and training.	
EDUCATION		
	Description	# of Years Experience
Institution Name:	Saint John's University	6
City:	Jamaica	
State:	New York	
Degree/Achievement:	Bachelor of Arts	
Certifications:		
REFERENCES		

<p><i>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</i></p>	<p>Camille Beatty Falor VP Sales Sesame Communications (216) 496-3420 Fax N/A cbfdrf@gmail.com</p>
	<p>Danielle Massarini Chief Executive Officer Patronus Consulting, LLC (410) 507-8014 Fax N/A cdb@patronusag.com</p>
	<p>Chuck Goudy Chief Executive Officer Sisu Spine LLC 906-362-4538 Fax N/A thegoudy@gmail.com</p>

COMPANY NAME:		eCivis, Inc.	
<input type="checkbox"/> Contractor		<input type="checkbox"/> Subcontractor	
Name:	Bill Ferguson	<input type="checkbox"/> Key Personnel	
Classification:	Consultant	# of Years in Classification:	35

Brief Summary: of Experience:	<p>Over 40 years of representing private sector and local government clients in specialty areas including: transportation, economic development, environment, housing, work force, rural development, public safety, health, water, natural resource and defense before the White House, Congress, and issue-related government agencies. Successes include:</p> <ul style="list-style-type: none"> ○ Assisted in establishing the basis for Transportation Infrastructure Finance and Innovation Act (TIFIA) chapter in TEA-21, which has extended special financing benefits to communities nationwide. ○ At the forefront of negotiating Base Realignment and Closure (BRAC) on behalf of developers and communities which required substantial interaction with federal agencies and the adoption of numerous pieces of authorization and appropriations legislation. ○ In fiscal years 2001 through 2008, TFG helped our clients secure nearly \$1.5 billion in direct federal appropriations. ○ Since the moratorium on congressional earmarks, TFG has helped our clients secure over \$500 million in competitive grants. <p>Over 40 years of success at developing the underlying strategies that drives project realization. Experience scoping project to align with Federal Agency priorities, writing and consulting on grant projects, and interfacing with grant making agencies to advocate for funding projects. Manage internal grant database and draft weekly grants opportunity e-newsletter disseminated to 250+ contacts.</p>
# of Years with Firm:	17
RELEVANT PROFESSIONAL EXPERIENCE	
Required Information: MMYYYY to Present: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:	4/1/2004-Present eCivis, INC Los Angeles County Sheriff Chin Kim 211 W. Temple Street, Hall of Justice 6th Floor , (213) 229-1801, c2ukim@lasd.org Consultant Lead Grant Review and Editing, 4/1/2016 - 4/8/2016

Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		8/1/2015 – Present eCivis, INC Navajo County, AZ Jimmy Jane 100 East Code Talkers Drive, (928) 524-4031, James.layne@navajocountyaz.gov Consultant Lead Grant Opportunity Research Analysis and Agenda Setting 11/7/2016 - 12/31/2016
Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		9/1/2015 – 12/31/2015 eCivis, INC CareerSource Broward Mason Jackson 6301 NW 5th Way, Suite 3000 Ft. Lauderdale, FL 33309, (954) 202-3830, mjackson@careersourcebroward.com Grant Writing Lead Grant writing services for the FY2015 Regional Innovation Strategies Program (RISP) for CareerSource Broward. The project will include the following: 9/1/2015 – 12/31/2015
EDUCATION		
Description		# of Years Experience
Institution Name: City: State: Degree/Achievement:	Michigan State University	4
	East Lansing	
	MI	
	Bachelor of Arts, History and Political Science	

Certifications:	Boston Univeristy, Boston MA Attended Department of Urban Affairs Master's Program	
	Harvard University, Cambridge MA Attended John F. Kennedy School of Government Master's Program	
	University of Southern California, Los Angeles CA Attended Washington Public Affairs Center	
REFERENCES		
<i>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</i>	Roger Gwinn CEO The Ferguson Group 202-255-5759 202-331-1598 rgwinn@tfgnet.com	
	James Ha CEO eCivis, INC 626-204-5338 626-628-3232 jha@ecivis.com	
	Hannes Zacharias County Manager Johnson County, Kansas 913-715-0731 913-715-0440 Hannes.zacharias@jocogov.org	

COMPANY NAME:		eCivis, Inc.	
<input type="checkbox"/> Contractor		<input type="checkbox"/> Subcontractor	
Name:	Merril Oliver	<input type="checkbox"/> Key Personnel	
Classification:	Executive Vice President and COO	# of Years in Classification:	< 1

Brief Summary: of Experience:	Merril is a pioneer in the field of grant management, with a proven record streamlining systems across state agencies, including launching the industry-recognized standard professional certification of Certified Grants Management Specialist (CGMS®).
# of Years with Firm:	< 1
RELEVANT PROFESSIONAL EXPERIENCE	
Required Information: MMYYYY to Present: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:	01/2004 to 12/2014 Maryland Governor's Grants Office State of Maryland Tom Gardner 45 Calvert Street Annapolis, MD 21401 (410) 697-9733 tom.gardner1@maryland.gov Deputy Director and Founder Fast-tracked curriculum development and delivery for grants management training, and spearheaded implementation of grants management efficiencies and best practices across state agencies. The results for Maryland were a decrease in Single Audit findings of more than 70% over a three-year period and an increase of \$3 billion during the ARRA era beginning in 2009. 01/2004 to 12/2014

Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		01/2009 to 12/2012 National Grants Management Association (NGMA) National Membership 2100 M Street NW, Suite 170 Washington, DC 20037 202.308.9443 info@ngma.org Launched the industry-recognized standard professional certification of Certified Grants Management Specialist (CGMS®) and participated on the credentialing exam development team as a Subject Matter Expert (SME), developing the CGMS exam questions in 2012. Built a strong alliance between the NGMA and the Association of Government Accountants (AGA), where synergy exists to promote collaboration on fiscal and program problem solving. 01/2009 to 12/2012
Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		01/2014 to 12/2014 Puerto Rico Governor's Office of Management and Budget 254 Calle Cruz Viejo San Juan, 00901 (787) 725-9420 Served as the Deputy Director of the Puerto Rico Governor's Office of Management and Budget in charge of the Federal Funds Management Office. Spearheaded accountability measures, tools, and resources to position Puerto Rico as one of the leaders in federal funds management.
EDUCATION		
Description		# of Years Experience
Institution Name:	Towson University	4
City:	Towson	

State:	Maryland	
Degree/Achievement:	Bachelors Degree	
Certifications:	Certified Grants Management Specialist	
REFERENCES		
<i>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</i>	Mark Reger Deputy Controller United States of America Executive Office of the President Office of Management and Budget 202.395.7587 202.395.3993 (no fax machine) Mark_A_Reger@omb.eop.gov	
	Cornelia Chebinou Washington Director National Association of State Auditors, Comptrollers, and Treasurer's (202) 624-5451. (202) 624-5473 cchebinou@nasact.org	
	Andrea Brandon Deputy Assistant Secretary, OGAPA, HHS U.S. Department of Health and Human Services (HHS) 202-690-6426 Andrea.Brandon@hhs.gov	

SECTION IX – OHER INFORMATION MATERIAL

No other materials for submission.