

SOUTH CAROLINA PROJECT NOTIFICATION AND REVIEW SYSTEM

STATE CLEARINGHOUSE

Introduction

The Executive Budget Office (EBO) is responsible for conducting the State Clearinghouse responsibilities for the South Carolina Project Notification and Review System (SCPNRS), in accordance with the guidelines established in Presidential Executive Order 12372. The Order mandates federal policy governing review and coordination with state and local government officials regarding any federal government actions affecting their jurisdictions, including the awarding of federal grants. The Order mandates that states, in consultation with their local governments, decide whether or not to participate in an intergovernmental review process, design their own review system and identify which federal programs will be reviewed.

Authority

Presidential Executive Order 12372 and Section 2-65-90, South Carolina Code of Laws, 1976.

General Requirements & Responsibilities

The purpose of the SCPNRS in implementing Executive Order 12372 is to ensure that all viewpoints, both state and local, are taken into consideration in planning federal projects. Through the system, the appropriate state and local officials are given the opportunity to review, comment, and be involved in efforts to obtain and use federal assistance and to assess the relationship of project proposals to other plans and programs. For South Carolina, the SCPNRS system was developed to coordinate with local officials through the ten (10) regional councils of government (COG's).

The State Clearinghouse (SCH) is responsible for coordinating with all ten (10) regional COG's as well as coordinating statewide projects that impact more than one (1) regional area. The SCH consults with state agencies for the review and assessment of projects in order to ensure that all state policies and regulations are being adhered to concerning any project that may be developed in South Carolina.

Procedures

1. The Catalog of Federal Assistance (CFDA) is a listing of all Federal programs available to state and local governments, as well as federally recognized Indian tribal governments and private profit or non-profit organizations. A listing of these projects and application instructions can be found at sam.gov. Each Federal program is assigned a CFDA number. South Carolina does not require an intergovernmental review on all CFDA numbers. Only projects with CFDA

program numbers listed on Appendix SCH 001 should be submitted to the SCH for intergovernmental review.

2. Project applications listed on Appendix SCH 001 require intergovernmental review and should be submitted to the State Clearinghouse. The preferred method of submission is via e-mail at State.Clearinghouse@admin.sc.gov. The mailing address is:

State Clearinghouse
Executive Budget Office
1205 Pendleton Street, Suite 529
Columbia, SC 29201

Questions? Phone number: (803) 734-2280

The application should include the following items:

- Application for Federal Assistance (SF424 Form), including the CFDA number
- Budget information (SF424A Form or 424C Form), including budget summary, narrative and funding source
- Program narrative, executive summary, or abstract to include purpose, scope, justification, area to be served, staffing and other pertinent data
- If applicable, maps which show project activity locations

In order to ensure a timely review and response, applications should be submitted to the State Clearinghouse at the earliest feasible time. For applications that require federal consistency review, the applicant should plan to submit the application to the SCH and receive the state clearance letter before forwarding the application and clearance letter to the federal funding agency.

3. Upon receipt of the project application, the SCH will assign the State Application Identifier (SAI number) and forward an acknowledgement letter or e-mail to the applicant.
4. The SCH enters project information from the SF424 application into the SCPNRS database.
5. All projects requiring intergovernmental review are posted under the Project Listing heading located on the State Clearinghouse website at www.admin.sc.gov/budget. The bulletin, which is updated weekly, provides a listing of the projects along with pertinent project information and allows for public comment. It also provides the review timeframes that are associated with each project and they are posted for 21 days. State agencies and COG's must access the website bulletin and determine which project applications they wish to review.

6. Upon completion of the review process, the SCH forwards a clearance letter to the project applicant along with the comments provided by the project reviewers. The clearance letter does not suggest that a project will or will not be funded; it is to document that the applicant has completed the requirements of the intergovernmental review process. Based on the CFDA number, additional clearance letters may be prepared for the appropriate Federal funding agency as applicable.

For projects where there may be a significant issue, a recommendation letter may be prepared and sent to the federal agency considering funding the proposed project. Recommendation letters are usually used for construction projects that are federally funded.

7. The completed review file is retained by the SCH.

Applicable Reports & Forms

- [SF424 Application for Federal Assistance](#)
- Catalog of Federal Domestic Assistance – See <https://sam.gov/content/assistance-listings>
- [Catalog of Federal Domestic Assistance Appendix No. SCH 001](#)
- Acknowledgement Letter
- Clearance Letter
- Project Referral Form
- Project Application Bulletin – See <https://admin.sc.gov/budget/grantforms>.