

SC DEPARTMENT OF VETERANS' AFFAIRS



Military Enhancement Fund Program Manual

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SCOPE

The South Carolina Department of Veterans' Affairs (SCDVA) administers the Military Enhancement Plan as directed in Budget Provisos which state, "Funds appropriated to the department for the Military Enhancement Plan may be allocated to items including, but not limited to, land acquisition, recreational purposes, educational purposes, and facilities for military personnel. Eligible recipients are counties and municipalities with federal military installations."

ELIGIBILITY

Federal military installations, as defined in South Carolina Code Section 6-29-1625 (A), include Fort Jackson, Shaw Air Force Base, McEntire Joint National Guard Base, Joint Base Charleston, Marine Corps Air Station Beaufort, Beaufort Naval Hospital, Marine Corps Recruit Depot Parris Island, Charleston Naval Weapons Station and Fort Gordon, GA. For the purposes of this program, US Coast Guard installations in South Carolina are also considered federal military installations, as are any subordinate federal installations of those named above.

The grant applicant must be one of the following counties or municipal government agencies with a federal military installation, as defined above, within or adjacent to your jurisdictional boundaries: Richland, Sumter, Charleston, Berkeley, Dorchester, Georgetown, Beaufort, Orangeburg, Aiken, or Edgefield.

Grant applications must be for \$2,000,000 or less.

Deadlines for proposals to be accepted for review are 1 March and 1 September.

PROPOSAL REQUIREMENTS

Your proposal may include, but is not limited to, land acquisition, recreational purposes, education purposes, and facilities for military personnel, and must include **the following documents in the order below:**

1. Cover letter on the letterhead of your county or municipal with a reference line including the project name and amount requested. The letter should give a brief description of the scope of the proposal, the military installation(s) it will benefit, and whether there will be a financial match from the applicant.
2. Signed letter of support by the local installation commander(s) representing the installation(s) that will benefit from the proposal.

3. Detailed explanation of the proposal and how it will enhance military value, installation resilience, or military family quality of life at the supported military installation(s) or community.
4. Detailed budget for the proposal, to include a spending timeline.
5. List of specific project objectives and how they will be achieved.
6. Timeline for completing the project, to include start date, milestones, and completion date.
7. Independent, third-party estimate of the cost of the proposal, prepared by a qualified entity. If property is being purchased, a fair market appraisal must be included in the proposal.
8. Detailed account of any other funding source you intend to apply for in conjunction with this grant, to include source and dollar amount (if, for example, your grant proposal covers only a sub-project as part of a larger project).
9. Copy of the anti-discrimination policy of the applying county or municipality.
10. Most recent operating financial statement of the applying county or municipality.
11. The current Military Enhancement Grant Proposal form from the SCDVA website <https://scdva.sc.gov/military-enhancement-fund-grants-proposals> with the acknowledgement signed and dated.

Completed proposals must be sent to Military Enhancement Fund Email at MEF@scdva.sc.gov, no later than the application closing date. If you have not received a confirmation of receipt of your application within three business days, contact Sandy Claypoole at (803) 683-1361 or Jason Fowler at (803) 683-0242.

EVALUATION & SELECTION PROCESS

A. The Military Enhancement Fund proposals will be screened for eligibility criteria by at least two of the following:

1. South Carolina Department of Veterans' Affairs (SCDVA) Director of Military Affairs
2. SCDVA Director of Government Affairs
3. SCDVA General Counsel

B. Proposals that met the eligibility criteria will be evaluated by the following Executive Committee members of the Military Affairs Advisory Council Executive Committee:

1. Chairman
2. Aiken County Representative
3. Beaufort County Representative
4. Charleston County Representative
5. Richland County Representative
6. Sumter County Representative

C. There must be a quorum of at least **five people** from the Evaluation Committee, including the MAAC Chairman, present at each evaluation meeting.

D. There are no votes by proxy.

E. The representative for the military community which will benefit from a proposal must recuse themselves from that proposal's evaluation.

F. The MAAC Chairman will only cast a vote in order to break a tie.

G. Each MAAC representative will use the Evaluation Score Sheet to score the proposals. This must be done when the committee is together, not before.

H. Each proposal will be evaluated based on 1) its effect on mission readiness; 2) its effect on military quality of life, 3) its effect on the surrounding community; 4) its timeliness; and 5) the degree to which the costs of the project(s) are shared with other funding sources.

I. Recommendations will be made based on a simple majority vote.

J. The MAAC Chairman will tally all evaluations from the committee and make recommendations to the Secretary of the Department of Veterans' Affairs.

K. The South Carolina Department of Veterans' Affairs makes every effort to fund grant proposals at the amount requested, but awards may be less than the full amount requested.

Final decision authority for awarding grants under this program rests with the Secretary of the South Carolina Department of Veterans' Affairs.

GRANT NOTIFICATIONS

Applicants will be notified about approvals and denials via email. Applicants with approved proposals will receive an Award Agreement which must be signed and returned with their SCEIS Vendor number by the date stated in the email.

Per the award agreement, projects will be inspected at least once a year to ensure timelines and milestones are in accordance with submitted proposal. Grantees will be required to submit an amendment to SCDVA if they are not going to meet initial timelines and milestones outlined in submitted proposal. Failure to do so may result in a request for repayment.

Grantees may earn interest which shall be either applied to project costs or returned to South Carolina Department of Veterans' Affairs in good faith upon completion of project.

SOUTH CAROLINA ENTERPRISE INFORMATION SYSTEM (SCEIS)

A. Approved applicants must register as a SCEIS Vendor within 30 days of acceptance to receive disbursement of funds. To register, visit the SCEIS Vendor Registration website at [South Carolina State Procurement \(sc.gov\)](https://sc.gov) and complete the following steps:

Step 1 - Your company's name and tax identification number, or employer identification number (EIN). The Name/TIN combination should match U.S. Internal Revenue Service records.

Step 2 - The name, phone number, and email address of the person responsible for maintaining this profile.

Step 3 - The company's primary contact information, to include phone and fax, and if available, your company's website.

Step 4 - Your company's mailing address.

Step 5 - If applicable, an alternate 'order from' or 'remit to' address.

Step 6 - If your company can support emergency procurements, you have the option of supplying emergency contact information.

Step 7 - Pick from the database of possible goods/service categories that your company would be able to supply to the state government.

Step 8 - Additional or secondary company contacts (name, job function, phone, email address).

Step 9 - Any additional text you would like to provide to describe your business.

B. Registration updates: All registered Vendors are required to maintain accurate and up to date information in SCEIS to receive payment. If there are discrepancies between the SCEIS information and the submitted grant application, SCEIS payment may be delayed.

DISBURSEMENT OF FUNDS

Grant funds will be disbursed through SCEIS in one installment.

GRANT REPORTING

A. Grantees are required to submit Quarterly Accounting Reports for periods ending March 31st, June 30th, September 30th and December 31st on the form provided by The South Carolina Department of Veteran's Affairs. These reports shall include current monthly and cumulative data.

B. All documents must be submitted by the 15th of the month following the quarter (for example, the March 31st report must be sent by April 15th).

C. Reporting will contain details about the current state of the project, delays encountered, progress made, and any updates on timelines and milestones.

D. Failure to provide updates to the SCDVA could result in reclamation of funds.

COMPLIANCE AND INSPECTION POLICY

South Carolina Department of Veterans' Affairs will publicly post approved proposals and quarterly reports for transparency. Information submitted with the proposal will be considered binding and part of the Award Agreement. SCDVA will be diligent in inspecting the management of grant funds, and when appropriate, reclaim funds from grant recipients.

A. Use & Scope of Funds

Funds must be used only for the specific project purposes outlined in this agreement. Funds spent on unauthorized purposes (e.g. outside the scope listed in funding proviso) may be reclaimed fully.

B. Timeline compliance

Failure to complete the approved project within the timeframe specified may result in full or prorated repayment.

C. Repayment of Ineligible Costs

Any grant funds expended for purposes not authorized by this agreement must be repaid to the State. If only part of the project is completed or funds are misused, repayment is calculated based on the degree of noncompliance. If land is resold or repurposed for non-approved uses, full funds may be reclaimed.

D. Audit and Monitoring

Recipients must submit quarterly financial and progress reports and permit audits or site inspections. Failure to do so could result in recoupment of funds and a ban from future grants.

E. Enforcement/Clawback

If the department determines funds were misused or milestones not met, the agency may demand repayment of funds, including interest or penalties.

F. Amendments

Amendments must be submitted prior to changes in scope or schedule—and if unauthorized changes occur, all affected funds may be subject to clawback.

G. Inspections

Inspections will be conducted at least annually or at the sole discretion of the SCDVA. Failure to meet timelines and milestones may result in the need for the grantee to submit an amendment or possible reclamation of funds.

DOCUMENTS AND FORMS

- A. The Military Enhancement Grant documents are located on the South Carolina Department of Veterans' Affairs website at <https://scdva.sc.gov/>
- Click on the "Military" dropdown menu
 - Click on the "Military Enhancement Fund Grant" button to access and download the required documents.

MILITARY ENHANCEMENT FUND AMENDMENT

Counties and Municipalities may request amendments only to limited items included in the Purpose of the Grant as defined in the Grant Award Agreement. The SCDVA will not consider amendments requesting additional funds. The South Carolina Department of Veteran's Affairs will not approve amendments substantially altering the Purpose of the Grant. "Substantially altering" means a change to the proposal such that it has a fundamentally different character than the Purpose of the Grant in the approved proposal, including but not limited to a change of more than 33% of the overall budget included in the original proposal. SCDVA has final authority in deciding whether an amendment substantially alters the Purpose of the Grant.

A. Required Amendment Information

The receiving County or Municipality must submit the request for Amendment in the Grant Amendment Request form. In addition to the brief justification for the amendment required on the form, the County or Municipality must submit the following:

- A detailed account of all changes to the Purpose of the Grant from the original proposal
- A detailed reasoning for what conditions have changed since the original award causing the request for amendment
- An updated explanation of how funds will be spent, highlighting the changes from the original proposal
- An updated detailed budget specifically highlighting any reallocations, deletions, and additions

SCDVA will not consider amendments without all the required information.

B. Amendment Evaluation Process

The Military Affairs Director and General Counsel will review the amendment to assure it does not substantially alter the Purpose of the Grant and does not include a request for additional funds. The Military Affairs Director and General Counsel will make a recommendation to the Secretary regarding approval or denial of the amendment. The Secretary has full discretionary authority over final approval or denial of amendments.

C. Amendment Approval and Denial Process

- If the amendment is approved, the County or Municipality will receive a Grant Amendment Approval Letter and sign a Grant Award Amendment Agreement. Any unspent funds must be returned to the Military Enhancement Plan Fund.

2. If the amendment is denied, the County or Municipality will receive a Grant Amendment Denial Letter. Using the Grant in an unapproved manner may result in a request to return unspent funds to the Military Enhancement Plan Fund.

Example 1—Approval

SCDVA has approved a grant for a first phase of an engineering project adjacent to a military installation. The budget includes a preliminary environmental survey. The recipient County discovers the environmental survey is not needed until the second phase of the project, which will be funded in a separate federal grant process. The County also has a cost overrun for the required permits in the initial budget. The County submits a grant amendment to remove the environmental survey from the scope of the Purpose of the Grant and to reflect the reallocation of budgeted funds to the permits. The South Carolina Department of Veteran's Affairs approves this amendment, including the condition that excess funds must be returned to the Military Enhancement Plan Fund.

Example 2—Denial

SCDVA has approved a grant to clear, relandscape, and provide drainage along a roadway leading to a military installation. After receipt, the County requests to change the clearing and landscaping budget items in the Purpose of the Grant to instead fund a parking lot resurfacing project in an adjacent area. The South Carolina Department of Veteran's Affairs will not approve this amendment because it fundamentally alters the character of the Purpose of the Grant. If the County cannot complete the Purpose of the Grant as approved, the County must return any unspent funds to the Military Enhancement Fund.

CONTACT INFORMATION

Email Address: MEF@scdva.sc.gov

Mailing Address:

**South Carolina Department of Veterans' Affairs
ATTN: Military Affairs Division
1800 Saint Julian Place
Suite 305
Columbia, SC 29204**

For specific inquiries, please refer to the appropriate section of this manual or contact Sandy Claypoole (803.683.1361) or Jason Fowler (803.683.0242). SCDVA has the right to update the Military Enhancement Fund Grant Program Manual as needed. All changes will be shared with current Grantees and will be available on the SCDVA website.

Website: <https://scdva.sc.gov/>