



Clarendon County - Provalus

Project Summary: CDBG to retrofit an existing building at 36 N. Brooks Street to house Provalus, and IT outsourcing provider which proposes to create full-time jobs at the site.

Grant Number: 4-ED-20-001

Acronyms/Abbreviations:

CDBG - Community Development Block Grants
DHEC - SC Dept of Health and Environmental Controls
EDA - US Economic Development Administration
ERR - environment review record
HUD - US Dept of Housing and Urban Development

NTP – notice to proceed
RIA – SC Rural Infrastructure Authority
WWTP – Wastewater Treatment Plant
YTD – year-to-date

Key Points:

| Date | Comments |
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| 9.2.2021 | <p>PROVALUS is an economic development grant for \$ 440,000, created to bring jobs to the Clarendon community. PROVALUS will locate in an existing building located at 34/36 N. Brooks Street, Manning, SC. The building is currently owned by the City of Manning. The building was originally constructed as a department store, Alderman’s 20 Stores in One, in 1919. The first floor of the building was currently vacant and was mostly used as an antique store. A section of the second-floor roof was damaged causing water infiltration and subsequent damage to the second floor. The roof was repaired but the second floor was generally in a state of disrepair and was unused. Several other areas of the building were in disrepair or were minimally maintained. A hoist-type elevator and shaft were located at the rear of the building but were not in operable condition.</p> <p>The award date of the funds was September 21, 2020. Construction has started and the notice to proceed was dated July 19, 2021. PROVALUS has until November 19, 2021, 120 days following Section Three of the Contract to start performing their obligations under the Contract Documents with Lynam Construction, LLC as the contractor. The Date of readiness for final payment is 12/16/2021. There was a small delay because of the wait for supplies for the project due to COVID 19. As of September 1, 2021, sub-contractors Hill Plumbing and C & A Carpet, are not registered in sam.gov. During the Notice-to-proceed, Clarendon County, and Lynam Construction, LLC, were advised that Contractors and Sub-contractors must be registered in sam.gov. They were also advised that allowing a Contractor/Subcontractor to perform work on a CDBG project will render the project ineligible for CDBG payment (making the County responsible for work done by someone not registered in SAM.gov).</p> <p>Grants Manager has scheduled a walk-through on the Provalus project on Wednesday 8, 2021 around 2:00 p.m. to conduct employee interviews and to complete the checklist of the construction site.</p> |

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| 9.3.2021 | Received an email from SCDOC that a Technical Assistance meeting must be scheduled with SLCOG/Grants Manager, Clarendon County, SCDOC, and the PROVALUS hiring manager to go over all the details and required forms that must be completed by all applicants for the proposed new jobs. An email was sent to Clarendon County on 9.3.2021 and SLCOG Grants Manager spoke on the telephone to Ted Felder and George Kosinski. George Kosinski stated that he would forward the email to PROVALUS. |
| 9/7/2021 | <p>George Kosinski has heard from PROVALUS and the date of October 12, 2021 at 2:00pm has been recommended for the Technical Assistance meeting with SLCOG, SCDOC, Clarendon County, and PROVALUS. The requested date has been forwarded to SCDOC.</p> <p>Lynam Construction (Maris Boudreau/Office Manager) provided sam.gov numbers and information for Solorzano Painting, LLC, another sub-contractor for the PROVALUS project. The Sub-contractor was found to have an active registration in SAM.gov and the PROVALUS project can move forward with Solorzano Painting, LLC.</p> |
| 9/8/2021 | <p>A site walkthrough and Employee Interview (Davis Bacon) were performed. 6 employees of Triple T Electric Company were interviewed. All employees interviewed were provided the Grants Manager's card to reach out if they had any questions or concerns about any questions asked during the interview. The workers were observed hanging lights from the ceiling. All posters from the Department of Labor were posted where all employees could easily see them.</p> <p>Spoke with Mike Curti (Lynam Construction) to ask about payrolls and he stated that Maris Bordeaux would be sending them.</p> <p>A follow up email was sent to the County and the Contractor to remind them that they needed to provide at least 3 weeks of payrolls and the original, signed payrolls needed to be sent to Santee Lynches.</p> |
| 9/23/2021 | <p>Performed a Site visit and employee interviews on 9/8/2021. Sent an email following up with the County and Contractor. Also reminded the Contractor that we had not received payrolls and that they were to be received NLT 7 days after the end of the workweek. Received an email on 9/14/2021 & 9/17/2021 from Lynden Anthony from Clarendon County to request funds request for the PROVALUS project. Advised County that we would not request funds until payrolls were received. Received 2 weeks of payrolls for Hoyt Heating and Air on 9/15/2021 and received an email on 9/17/2021 from George Kosinski with emails from with 6 weeks of payrolls from Triple T. Electric Company and 2 weeks from Hoyt Heating and Air. Employee Interviews for Hoyt Heating and Air are scheduled for 9/28/2021 at 10am.</p> <p>Spoke with Amanda from Hoyt Heating and had her redo the CERTIFICATE FROM CONTRACTOR/SUBCONTRACTOR DESIGNATING OFFICER OR EMPLOYEE TO SUPERVISE PAYMENT OF EMPLOYEES. Asked Amanda to change the date on the form to the date of the first payroll and mail the original.</p> |
| 9/28/2021 | Employee interviews for sub-contractor, Coastal Sprinklers. We evaluated work site wage decision posters and took pictures of the site and downloaded it to SharePoint under closeout |
| 9/30/2021 | SLCOG has received payroll corrections and will re-check. Once original payrolls have been received, SLCOG will request payment of \$61,407 from SCDOC. |

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| 10/04/2021 | Sent email to Lynden Anthony, advising him that as of 10/04/2021, that we have only received payrolls from one (1) of three (3) subcontractors. Email included Administrator, Assistant Administrator, Government Services Chief, and SLCOG Chief. |
| 10/06/2021 | <p>Triple T Electric Company hand delivered their payrolls on 10/05/2021.</p> <p>Per telephone conversation with SCDOC/Procurement Payrolls are only to be accepted via mail, due to the information (SSN and pay). This information was passed onto the Lynam Construction (Maris Boudreau).</p> <p>Responded to email from George Kosinski advising him the Triple T Electric's payrolls were received and the Request for payments would be sent to County Administrator David Epperson for signature and then forwarded to SCDOC for processing.</p> <p>RFP #1 (\$5000-Admin) and RFP #2 (61,407-Commercial Rehab) were sent to the County for signature and received signed from the County Administrator, and then forwarded to SCDOC for payment processing.</p> <p>Another invoice was received from Anthony Lynden for payment and sent to the County for signature and will be forwarded to SCDOC once it is received signed, from the County.</p> |
| 10/8/2021 | Reviewed Coastal Sprinklers Co Inc payroll for 9/ 9/2021-9/30/2021. Payrolls are correct. Documents have been scanned and placed into a folder name Sub Contractors Coastal Sprinkler Employee Interview. |
| 10/12/2021 | <p>Department of Commerce and Santee Lynches met at the administrative building in Manning to discuss the needed forms for the new hire Provalus employees.</p> <p>Santee Lynches must prepare survey forms for the new hires. The forms will be for Sumter, Clarendon, and Richland counties.</p> <p>Employees were reduced from 100 to 60; 30 has to be low to moderate income.</p> |
| 10/13/2021 | HOME Coordinator and Grants Coordinator visited the Provalus site and conducted 4 employee interviews for Hoyts Heating and Air. The employee interviews will be scanned into SharePoint and a hard copy will be put into the Provalus folder within the office. Pictures were taken at the site of Hoyt's Heating and Air installing a new unit. This will also be uploaded to SharePoint and in the Provalus folder within the office. |
| 10/21/2021 | SLCOG Grants Manager had to correct the local match number on Request for Payment (RFP) Numbers 1 – 3. RFPs were sent to the County for signature and the County returned them back to SLCOG. SLCOG then forwarded the RFPs back to SCDOC for final processing. SLCOG Grants Manager also corresponded via phone with subcontractor (Hoyt's Heating and Air) to verify that the payroll forms were completed correctly, in reference to Fringe Benefits. Advised subcontractor that either both, or one question for "Where fringe benefits are paid to approved plans, funds, or programs", or "Where fringe benefits are paid in cash", must be checked. Also advised subcontractor to resend the last 6 payrolls. |
| 10/21/2021 | On 10/19/2021, the Grants Coordinator and the HOME Coordinator checked the payrolls and the employee interviews of Coastal Sprinkler and Hoyts Heat and Air. The payrolls and employee interviews for Coastal Sprinkler, Hoyts Heating and Air, and Triple T were then scanned into SharePoint and printed and put into the folder within the Santee-Lynches office. |

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| 10/22/2021 | The minutes from the meeting on 10/12/2021 with Provalus, the Department of Commerce, and Santee-Lynches have been uploaded into SharePoint. The minutes discussed the next step in the process of the Provalus project. The Department of Commerce wanted to make sure that Santee-Lynches and Provalus were obtaining the correct information for payrolls. |
| 10/27/2021 | Grants Coordinator verified the payrolls for Coastal Sprinkler Co. and Hoyts Heating and Air. The verified payrolls for both are in SharePoint. |
| 10/29/2021 | Grants Coordinator verified payrolls for Triple T. Payrolls are in SharePoint. |
| 11/2/2021 | Grants Coordinator verified payroll #8 for Hoyts Heating and Air. Payroll #8 is in SharePoint. |
| 11/9/2021 | Grants Coordinator verified payrolls #8 and #9 for Coastal Sprinkler Co. Payroll #8 and #9 are on SharePoint. |
| 11/9/2021 | Grants Coordinator verified payroll #9 for Hoyts Heating and Air. Payroll #9 is on SharePoint. |
| 11/15/2021 | Grants Coordinator verified payroll #10 for Hoyts Heating and Air. Payroll #10 is on SharePoint. |
| 11/18/2021 | Grants Coordinator verified payroll #10 for Coastal Sprinkler Co. Payroll #10 is on SharePoint. |
| 11/24/2021 | Grants Coordinator verified payroll #11 for Hoyts Heating and Air. Payroll #11 is on SharePoint. Grants Coordinator verified payroll #11 for Coastal Sprinkler Co. Payroll #11 is on SharePoint. |
| 12/1/2021 | Grants Coordinator verified payrolls #12 for Coastal Sprinkler Co. and Hoyts Heating and Air. Payrolls for both are on SharePoint. |
| 12/7/2021 | Grants Coordinator verified payroll #13 for Hoyts Heating and Air. Payroll #13 is on SharePoint. |
| 12/9/2021 | Grants Coordinator verified payroll #13 for Coastal Sprinkler Co. Payroll #13 is on SharePoint. |
| 12/14/2022 | SLCOG-Grants Manager sent a project update to County ref the funds that have been recorded as local match and requested from CDBG. SLCOG-Grants Manager also requested bank statements and canceled checks from County in the same correspondence. |
| 12/15/2021 | Grants Coordinator verified payroll #14 for Coastal Sprinkler Co. Payroll #14 is on SharePoint. |
| 12/20/2021 | Grants Coordinator verified payrolls #14 and #15 for Hoyts Heating and Air. Both payrolls are on SharePoint. |
| 12/21/2021 | Grants Coordinator verified payroll #15 for Coastal Sprinkler Co. Payroll #15 is on SharePoint. |
| 12/21/2021 | Santee-Lynches emailed Sam Flux and Josh Herold of Provalus, and George Kosinski of Clarendon County Government the Applicant/Employee Information for Williamsburg County and Florence, SC. The Applicant/Employee Information for Williamsburg County and Florence, SC are also uploaded to SharePoint. |
| 12/28/2021 | Grants Coordinator verified payrolls #16 for Coastal Sprinkler Co. and Hoyts Heating and Air. Payrolls for both are on SharePoint. |
| 12/29/2021 | Grants Coordinator verified payrolls #15, 16, 17, 18, 19, 20, 21, 22, and 23 for Triple T. The payrolls are on SharePoint. |
| 1/7/2022 | Grants Manager received and verified payroll #17 from Coastal Sprinkler Company Inc. Payroll has been scanned to the SharePoint. |

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| 1/20/2022 | Grants Coordinator verified payroll #20 for Coastal Sprinkler Co. Payroll #20 is on SharePoint. |
| 1/26/2022 | Grants Coordinator verified payrolls #18, #19, and #20 for Coastal Sprinkler Company Inc. Grants Coordinator verified payrolls #17, #18, and #19 for Hoyts Heating and Air. All payrolls are on SharePoint. |
| 1/27/2022 | Grants Coordinator verified payroll #21 for Coastal Sprinkler Co. Payroll #21 is on SharePoint. |
| 1/31/2022 | Grants Coordinator verified payroll #20 for Hoyts Heating and Air. Payroll #20 is on SharePoint. |
| 2/8/2022 | Grants Coordinator verified payrolls #22 for Hoyts Heating and Air and Coastal Sprinkler Co. Both payrolls are on SharePoint. |
| 2/15/2022 | Grants Coordinator verified payroll #23 for Hoyts Heating and Air. Payroll #23 is on SharePoint |
| 2/18/2022 | Grants Coordinator verified payroll #23 for Coastal Sprinkler Co. Payroll #23 is on SharePoint |
| 2/23/2022 | Grants Coordinator verified payrolls #24 for Hoyts Heating and Air and Coastal Sprinklers Co. Both payrolls are on SharePoint. |
| 3/1/2022 | Grants Coordinator verified payrolls #25 for Hoyts Heating and Air and Coastal Sprinklers Co. Both payrolls are on SharePoint. |
| 3/4/2022 | Grants Coordinator verified payroll #26 for Coastal Sprinkler Co. Payroll #26 is on SharePoint. |
| 3/7/2022 | SLCOG-Grants Manager sent a project update to County ref the funds that have been recorded for local match and requested from SCDOC/CDBG. Also requested bank statements and canceled checks from County. |
| 3/9/2022 | Resent email with No Charge Change order to Contractors and County to be fully executed. |
| 3/10/2022 | SLCOG-Grants Manager sent a project update to County ref the funds that have been recorded for local match and requested from SCDOC/CDBG. Also requested bank statements and canceled checks from County. |
| 3/22/2022 | The Grants Coordinator verified payroll #28 for Hoyts Heating and Air. Payroll #28 is on SharePoint. |
| 3/29/2022 | The Grants Coordinator verified payrolls #28 and #29 for Coastal Sprinkler Co. Both payrolls are on SharePoint. |
| 4/1/2022 | Grants Coordinator verified payroll #30 for Coastal Sprinkler Co. Payroll #30 is on Sharepoint |
| 4/1/2022 | Grants Coordinator verified payroll #29 for Hoyts Heating and Air. Payroll #29 is on SharePoint. |
| 4/5/2022 | A Financial Monitoring was scheduled with Clarendon County, SC Department of Commerce, and SLCOG at 2525 Corporate Way, Sumter, SC. The Financial Monitoring will be completed via Desktop and the required documentation will be forwarded to SCDOC. |
| 4/26/2022 | Grants Coordinator verified payrolls #31 and #32 for Coastal Sprinklers. The job is completed for Coastal Sprinklers. |
| 5/5/2022 | Grants Coordinator verified payroll #21 for Hoyts Heating and Air. Payroll #21 is on SharePoint. |

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| 5/17/2022 | The Grants Manager and the Grants Coordinator went to Clarendon for a Programmatic Monitoring and visited the work site, Provalus. Pictures of the work site is on SharePoint. |
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