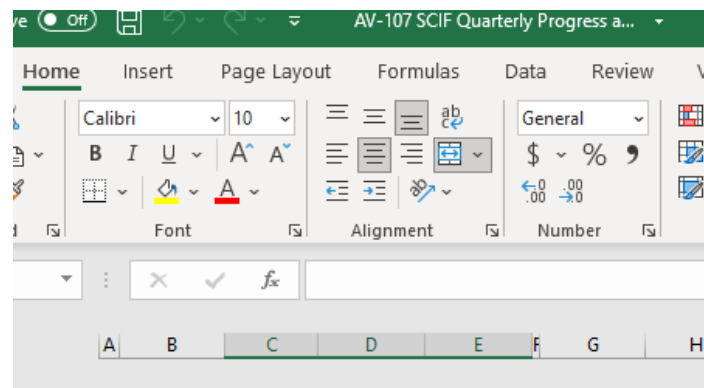


## State Capital and Infrastructure Funds (SCIF) Tips

1. Using the non-amount Change Request module in EBS you will upload SCIF Quarterly Progress and Expense Report (AV-107 excel file). NOTE: this is NOT the QSR module in EBS.
2. These funds are for capital projects, as defined below, and should not be used for general operating expenses or debt service.
  - a. Capital improvement. - A term that includes real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations over one hundred thousand dollars (\$100,000) in value. GS 143C-1-1(d)(5)
3. You will not lose the SCIF Directed Grant funds. The funds do not revert until the projects on the AV-106 (or AV-109) are completed or the funding is spent, per SL 2021-180. The grant contract can be extended as needed until all projects are completed.
4. You should not co-mingle SCIF grant funds with any other funds. You will need to track and report on SCIF grant funds separately from all other funds, including interest earned on SCIF funds. If your accounting software is not set up to separate grant funds, you should deposit the SCIF grant funds into a new bank account. If your organization has more than one SCIF Directed Grant, each grant needs its own account.
5. Interest accrued must be expended on an approved Capital Improvement Project listed on the approved AV-106 (or AV-109 if scope has changed). Accounting must be setup to prove interest accrued was expended on approved project.
6. Admin fees from banks are eligible expenses for SCIF Funding.
7. Expenses incurred on or after July 1, 2021, are eligible because that is the effective date of the budget.
8. SCIF funds require a MBE/WBE goal unless combined with federal funds which will require a DBE goal. AV-508, and AV509-510 will be uploaded with first quarterly report upon availability.
9. SCIF Quarterly Progress and Expense Report (AV-107 excel file) are due January 1, April 1, July 1, October 1 for the life of the project(s). These will be submitted via the Non-Amount Change Request module. NOTE: this is NOT the QSR module.
10. Sales tax is not an eligible expense. It must be shown on as removed on the AV-107.
11. Level III –greater than \$500,000 - Yellow Book audits are due annually for each fiscal year while the project is open.
12. Expenses of a Yellow Book audit are eligible for SCIF funds.
13. SCIF Grant Funds can be used to pay for Builder's Risk Insurance, ONLY if it is directly related to the project.
14. FAA Form 7460 (Notice of Proposed Construction or Alteration) is a required form that must be completed **before** construction can begin. Failure to submit FAA Form 7460 could result in loss of federal and state funding.
15. While NCDOA is not requiring invoices, pay applications, etc. to be submitted to NCDOA, grantees have been notified that State Auditors will be auditing. Grantees are responsible to maintain records for audits for 5 years after completion of project(s).
16. NCDOA is **not** approving scope, fees or rates. However, SCIF funds are only eligible to be used on items at the State approved rates (ex., per diem, audited overhead rates, etc). Should grantee CHOOSE to pay over the approved rates, the grantee's documentation must delineate between eligible expenses for SCIF funding and ineligible expenses for a different funding source.

## State Capital and Infrastructure Funds (SCIF) Tips

17. Reporting will be cumulative per project from previous quarters (ie., continue to add on to the AV-107 so at project end, there's one comprehensive list of ALL expenditures).
18. Delivery methods for construction projects are limited to state recognized delivery methods.
19. All federal, state and local laws still apply per usual.
20. If Grantee is unable to provide SCIF Quarterly Progress and Expense Report in a timely manner for the life of the project, the grantee's risk will be elevated with DoA, and grantee may be selected for monitoring.
21. Photos are not necessary for professional service projects. Photos, while not required for equipment, or construction, are very helpful for reporting progress to legislature.
22. STATE FUNDS = STATE GUIDELINES. (Buy American, per diem rates, audited Overhead rates, etc.)
23. There are TWO tabs in the AV-107 that must be updated quarterly. The quarterly update tab and expenditures tab. See screenshot below.
24. The Expenditures tab should be cumulative for the life of the project and include appropriate A-Code designations so that NCDOTA will be able to report to OSBM and Legislature categories of expenses.



Airport Name:

WBS #:

Date:

**QUARTERLY UPD**

Report for SFY Quarter (YYYY-QX):

\*Is Project Scope Changing?

If "Yes", what change # is this?

*"If 'yes', the AV-108 is required in addition to AV-107."*

**Quarterly Progress Report** | **Quarterly Expense Report** |

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## State Capital and Infrastructure Funds (SCIF) Tips

### REPORTING SCHEDULE AT A GLANCE:

| Project Scope              | Quarterly         | Annually                               | Closeout   | As Items Become Available  |
|----------------------------|-------------------|--|--|--|
| Professional Services      | AV107             | AV107<br>09 NCAC 03m .0205             | AV107<br>AutoCAD files of projects that expand pavement for GA airports to update NCDOA's PCI maps.  | Executed WA  |
| Equipment                  | AV107<br>Pictures | AV107<br>Pictures<br>09 NCAC 03m .0205 | AV107<br>Pictures  | Approved PO  |
| Construction               | AV107<br>Pictures | AV107<br>Pictures<br>09 NCAC 03m .0205 | AV107<br>Pictures<br>Final Pay application<br>Comprehensive AV509-510<br>Contractor's Affidavit of Payment of Debts/Claims<br>Notarized Consent of Surety with Power of Attorney<br>Approved Environmental Documentation | Executed Construction Contract<br>Certified Bid Tab<br>FAA Form 7460<br>AV-508<br>AV-509-510 |
| Land Acquisition           | AV107<br>Pictures | AV107<br>Pictures<br>09 NCAC 03m .0205 | AV107<br>Pictures<br>AV-100 checklist items, page 2  | Deed   |
| If scope on AV-106 changes | AV109             |  |  | AV109  |