



Administration and Finance Committee

Joyce Dickerson	Paul Livingston	Greg Pearce (Chair)	Jim Manning	Kelvin Washington
District 2	District 4	District 6	District 8	District 10

November 24, 2015 - 6:00 PM

2020 Hampton St.

Call to Order

Approval of Minutes

- 1 Regular Session: October 27, 2015 [PAGES 4-9]

Approval of Agenda

Items for Action

- 2 Council-Administrator Form of Government Training; Council Rule Amendment; Disciplinary Policy for Employees [PAGES 10-25]
- 3 Changes to Policy on Requiring Employees to Sign Documents [PAGES 26-30]
- 4 Council member Jackson's Motion Regarding Hourly Rates for Transportation Engineers and Part-time Interns [PAGES 31-38]

- 5 Consulting and Representation Services – Disaster Recovery RFP [PAGES 39-75]
- 6 Richland County Sheriff's Department Victims of Crime Act Special Solicitation Grant; Equipment Only; 20% match [PAGES 76-121]

Items Pending Analysis: No Action Required

- 7 Decker Center Change Order #1 [PAGE 122]
- 8 Magistrates, Authorization of Negotiation of Purchase Contract for 144 O'Neil Ct and 4913 North Main St properties [PAGE 123]

Adjournment



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

ADMINISTRATION & FINANCE COMMITTEE

October 27, 2015
6:00 PM
County Council Chambers

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building

CALL TO ORDER

Ms. Dixon called the meeting to order at approximately 6:01 PM

APPROVAL OF MINUTES

Regular Session: September 22, 2015 – Ms. Dickerson moved, seconded by Mr. Livingston, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Livingston moved, seconded by Ms. Dickerson, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

Airport Capital Improvement Project – Southeast Airfield Clearing and Grading Improvements (formerly known as Taxiway 'A' Extension), Changer Order 1 – Mr. Eversmann stated that this item and the next item on the agenda are related. This item is a change order to the project. With regard to the change order, the original plan for the project was to do it in two phases. The phases were to be independently bid with Phase II being much larger than Phase I. However, both times Phase II was bid out the bids came in way over budget. The FAA decided not to do any of Phase II; however, during negotiations there were several projects identified by staff that could be done. The FAA has agreed to do those projects. The most efficient way to procure the services was to do a change order to the contractor who had successfully bid on Phase I. Because the total project cost will exceed \$1 million and also be over 50% of the original project amount, the change order is being brought to Council for action.

Mr. Washington inquired if the scope of work of the existing Phase I contract was changed.

Mr. Eversmann stated Phase I remains unchanged. Phase II scope of services was amended and drastically reduced the anticipated \$5 million contract to approximately \$500,000. To avoid bidding out the contract for a 4th time, staff is recommending a change order be awarded to the contractor who is presently working on Phase I.



Council Members Present

Greg Pearce, Chair
District Six

Joyce Dickerson
District Two

Paul Livingston
District Four

Kelvin E. Washington, Sr.
District Ten

Others Present:

Bill Malinowski
Norman Jackson
Julie-Ann Dixon
Damon Jeter
Torrey Rush
Tony McDonald
Sparty Hammett
Warren Harley
Brandon Madden
Michelle Onley
Larry Smith
Roxanne Ancheta
Ismail Ozbek
Daniel Driggers
Dwight Hanna
Monique McDaniels
Kim Roberts
Geo Price
Chris Eversmann

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Mr. Washington inquired if federal dollars will pay for the project.

Mr. Eversmann stated the FAA will pay for 90%, the State will pay for 5% and a local match of 5% will be required. The FAA grant will be based only on the estimated price and not the \$5 million.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the change order to Graham County Land Company. This will avoid the time and expense of a 4th advertisement associated with this project. The vote in favor was unanimous.

Approval of an amendment of an existing FAA Airport Improvement Program (AIP) Grant – Mr. Eversmann stated the FAA typically only issues a grant when there is a hard bid in hand. When the FAA saw the bids were too high for Phase II, they did not issue the grant in the original anticipated amount.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the grant amendment to AIP-020-2014 in the amount of \$375,312 as offered by the FAA and permit construction of the planned improvements. The vote in favor was unanimous.

Council-Administration Form of Government Training: Council Rule Amendment; Disciplinary Policy for Employees – Mr. Malinowski stated he made this particular motion due to hearing about employees going directly to Council members with complaints instead of following the proper chain of command. He further stated, Administration’s recommendation to “... amend the Employee Handbook and HR Guidelines to specifically address an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council members” would be the motion he supports.

Mr. Livingston inquired if the HR Handbook currently addresses the chain of command.

Mr. McDonald stated this is currently addressed in the HR Handbook and recommends employees follow the chain of command when dealing with personnel issues or employee grievances.

Mr. Livingston moved, seconded by Mr. Washington, to forward to Council without a recommendation and have a copy of the current HR Handbook policy provided to Council.

Ms. Dickerson inquired of Mr. McDonald if he had experienced this frequently.

Mr. McDonald stated it has not been widespread, but there have been occasions where he has been made aware by Council members of situations. Of course, he would prefer personnel matters come to him to be resolved before Council has to become involved. If the issue escalates to the grievance process, the matter will come before Council.

Mr. Washington stated he had no problem with supporting a more aggressive policy. The problem he has is the consistency throughout the County. One of the issues is the signing of documents, which is addressed in the handbook. Also, exit interviews need to be done with every employee because the input on why they left is very important. He further stated, he had requested transcripts of the “1-800” complaints calls and has not always been provided them or there seems to be no follow-up or accountability with regards to the complaints. He suggested taking up all of the issues with the handbook and personnel actions at a later time.

Mr. Smith stated the matter can be forwarded to Council; however, there are probably some legal implications to the recommendation that will need to be addressed under separate cover.

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Mr. Washington made a substitute motion, seconded by Ms. Dickerson, to defer this item to the November Committee meeting. The vote in favor was unanimous.

Creation of Three New CASA Caseworker Positions – Mr. McDonald stated this is a request from CASA for 3 caseworker positions. The positions relate to the need and desire of the program to maintain and move toward accreditation. The recommendation is to move this request to the FY17 budget and incorporate the additional costs into the process.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve Administration's recommendation to move the request to the FY17 budget and incorporate the additional costs into the process.

Mr. Washington inquired how DSS's ramped up activity is going to impact CASA involvement.

Mr. Harley stated he is not sure of the timeframe, but he has been in conversation with Ms. Green and she has informed him there are some changes on the horizon from DSS that could impact their caseload.

Mr. Malinowski inquired if the CASA program was State mandated.

Mr. McDonald stated the Richland County CASA program is unique. The County has basically taken the program on as a County department.

Mr. Pearce stated the program was started by the Junior League to provide services to at-risk children that were not getting services.

One of the comprising matters that is affecting CASA is there are not sufficient foster homes in Richland County requiring the caseworkers to travel as far as Charleston to place the children. Finding additional foster homes in Richland County would greatly assist the program.

Ms. Dickerson stated she had the privilege to share in the national program with CASA and she was overwhelmed to see the services provided by them.

The vote was in favor to move the request to the FY17 budget and incorporate the additional costs into the process.

Motion to Change the way Vehicles are Taxed by the County – Mr. Malinowski stated the State statute does not allow for uniform change unless the Department of Revenue publishes new values, but when you read the actual State statute it states "...The assessed value must be published in guides or manuals by the South Carolina Department of Revenue and provided to the Auditor of each County as often as may be necessary to provide for current values." The "Black Book" values listed in January are not current later in the year; therefore, he would recommend having the County's lobbyist go to the Department of Revenue and discuss the wording of the statute.

Mr. Washington offered a friendly amendment to rebid the government affairs contract.

Mr. Pearce inquired of the parliamentarian if Mr. Washington's amendment was germane.

Mr. Smith ruled the amendment is not germane to Mr. Malinowski's recommended motion.

Mr. Malinowski inquired as to when the current lobbyist contract expires.

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Mr. McDonald stated the lobbyist contract is a 5-year contract, renewal annually, and runs from January 1st – December 31st.

Mr. Malinowski restated a proposed motion regarding this item as follows: Pending the renewal of the current lobbyist contract or contract with another lobbyist, to direct the lobbyist to contact the State Department of Revenue to clarify this matter.

Mr. Livingston stated does not feel it is necessary to include the portion regarding the current lobbyist and/or new lobbyist. It is simply to direct the lobbyist to contact the State Department of Revenue.

Ms. Dickerson moved, seconded by Mr. Washington, to direct the lobbyist to contact the State Department of Revenue to clarify this matter. The vote in favor was unanimous.

Motion to fund the Famously Hot New Year an Additional \$89,000 – Mr. Pearce requested the amount of available funding in the Hospitality Tax fund.

Mr. Driggers stated there is \$10,000 of undesignated funding available.

Ms. Dickerson moved, seconded by Mr. Washington, to forward to Council with a recommendation to fund the Famously Hot New Year an additional \$89,000, for a total of \$100,000.

Ms. Dickerson requested the amount the County has appropriated for the Famously Hot New Year event.

Mr. McDonald stated \$11,000 was approved during the budget process.

Ms. Dickerson inquired if the County's Hospitality Tax and Accommodations Tax fund benefitted from this event.

Mr. McDonald replied in the affirmative.

Mr. Madden stated when the Outside Agencies submit their final report to the County it reflects the amount of tourists attending the event. If directed, staff could develop a process that would request more specific information going forward.

Mr. McDonald clarified there are two separate sources of funding: Undesignated Fund and Hospitality Tax Fund Balance. The undesignated fund has \$10,000 available and there are no uncommitted funds available in the Hospitality Tax Fund Balance.

Mr. Jeter inquired as to when the County receives revenue reports (i.e. weekly, monthly) regarding the Accommodations and Hospitality Tax Funds.

Mr. McDonald stated there are monthly reports available, but a trending report would not be available until around March/April to predict if the County will receive additional revenue.

Mr. Driggers stated this fiscal year the County has collected \$1.6 million, which is committed to funding the projects approved during the FY15-16 budget. Until the County collects more than budgeted (\$6.5 million) there will be no residual funds available.

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Mr. Livingston made a substitute motion, seconded by Mr. Washington, to forward to Council with a recommendation to appropriate \$75,000 from the Hospitality Tax Fund Balance to be replenished at the beginning of the FY16-17 budget.

Mr. Washington inquired about the amount of funding the City of Columbia provided for the Famously Hot New Year event.

Mr. Madden responded the City of Columbia allocated \$130,000 this year.

Mr. Washington requested staff research funding future events proportionally with Hospitality and Accommodations Tax funding.

The vote was in favor of the substitute motion.

Motion to fund the Governor's Cup Road Race in the amount of \$7,000 – Mr. Livingston inquired if the organization submitted an application for funding during the budget process.

Mr. McDonald stated they did submit an application, but the application was submitted 5 minutes late.

Ms. Dickerson moved, seconded by Mr. Livingston, to forward to Council with a recommendation to fund the Governor's Cup Road Race in the amount of \$5,000 from the undesignated Hospitality Tax funds. The vote in favor was unanimous.

County Approval Process for Special Events on County Owned Property; Alcohol on County Owned Property – Mr. McDonald stated this item originated with a request from the Tasty Tomato Festival to utilize the County's property and be allowed to serve alcohol on the a portion of the property. The Tasty Tomato Festival ultimately did not use the County property, but the item raised the question on how to deal with special events at County facilities in the future. (i.e. How will the request for events be approved? If alcohol is allowed on County property does that request need to come to Council each time or authorize staff to approve the request?)

It is staff's recommendation is to establish a Special Events Committee consisting of key department directors who may be impacted by the event (Facilities & Grounds, Sheriff, Administration, etc.).

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special events application and review of the application by a Special Events Committee, made up of representatives for the County Departments that will be impacted by the event, and allow the sale and/or consumption of alcohol on County property.

Mr. Jackson recommended reviewing the policies of the Recreation Commission regarding the use of alcohol.

Mr. McDonald stated staff would formalize the membership of the Special Events Committee and draft a procedural document that outlines how request are received and processed.

The vote in favor was unanimous.

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

Motion to Review County's Human Resources Policy – No action was taken.

ADJOURNMENT

The meeting adjourned at approximately 7:10 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council

Richland County Council Request of Action

Subject:

Council-Administrator Form of Government Training; Council Rule Amendment; Disciplinary Policy for Employees

Notes:

This item was held in Committee at the October D&S Committee meeting. As directed by the Committee, included in the agenda packet is the language currently included in the County's Employee Handbook regarding the chain of command policy and the communication between employees and Council members.

Richland County Council Request of Action

Subject: Council-Administrator Form of Government Training; Council Rule Amendment; Disciplinary Policy for Employees

A. Purpose

Council is requested to consider Council member Malinowski's motion regarding conducting a training class for all Council Members on the Council-Administrator form of government, implementing a Council rule reinforcing the requirement that all Council members adhere to the Council-Administrator form of government and directing the County Administrator to implement and enforce an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council members.

B. Background / Discussion

At the September 8, 2015 Council meeting, Mr. Malinowski made the following motion:

“Hire a Consultant to conduct a training class for all Council Members on the County Administrator form of government. Implement a Council rule reinforcing the requirement that all Council members adhere to the County Administrator form of government. Direct the County Administrator to implement and enforce an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council members”

The directive to hire a consultant to conduct a training class for all Council members on the Council-Administrator form of government is at the discretion of Council.

The duties of County Council and the Administrator in the Council-Administrator form of government, based on the South Carolina Code of Laws are presented here:

ARTICLE 7

Council-Administrator Form of County Government

(Form No. 3)

SECTION 4-9-610. Membership of council; election and term of members.

The council in those counties adopting the council-administrator form of government provided for in this article shall consist of not less than three nor more than twelve members who are qualified electors of the county. Council members shall be elected in the general election for terms of two or four years commencing on the first of January next following their election.

HISTORY: 1962 Code Section 14-3740; 1975 (59) 692.

SECTION 4-9-620. Employment and qualifications of administrator; compensation; term of employment; procedure for removal.

The council shall employ an administrator who shall be the administrative head of the county government and shall be responsible for the administration of all the departments of the county government which the council has the authority to control. He shall be employed with regard to his

executive and administrative qualifications only, and need not be a resident of the county at the time of his employment. The term of employment of the administrator shall be at the pleasure of the council and he shall be entitled to such compensation for his services as the council may determine. The council may, in its discretion, employ the administrator for a definite term. If the council determines to remove the county administrator, he shall be given a written statement of the reasons alleged for the proposed removal and the right to a hearing thereon at a public meeting of the council. Within five days after the notice of removal is delivered to the administrator he may file with the council a written request for a public hearing. This hearing shall be held at a council meeting not earlier than twenty days nor later than thirty days after the request is filed. The administrator may file with the council a written reply not later than five days before the hearing. The removal shall be stayed pending the decision at the public hearing.

HISTORY: 1962 Code Section 14-3741; 1975 (59) 692.

SECTION 4-9-630. Powers and duties of administrator.

The powers and duties of the administrator shall include, but not be limited to, the following:

- (1) to serve as the chief administrative officer of the county government;
- (2) to execute the policies, directives and legislative actions of the council;
- (3) to direct and coordinate operational agencies and administrative activities of the county government;
- (4) to prepare annual operating and capital improvement budgets for submission to the council and in the exercise of these responsibilities he shall be empowered to require such reports, estimates and statistics on an annual or periodic basis as he deems necessary from all county departments and agencies;
- (5) to supervise the expenditure of appropriated funds;
- (6) to prepare annual, monthly and other reports for council on finances and administrative activities of the county;
- (7) to be responsible for the administration of county personnel policies including salary and classification plans approved by council;
- (8) to be responsible for employment and discharge of personnel subject to the provisions of subsection (7) of Section 4-9-30 and subject to the appropriation of funds by the council for that purpose; and
- (9) to perform such other duties as may be required by the council.

HISTORY: 1962 Code Section 14-3742; 1975 (59) 692.

SECTION 4-9-640. Preparation and submission of budget and descriptive statement.

The county administrator shall prepare the proposed operating and capital budgets and submit them to the council at such time as the council determines. At the time of submitting the proposed budget, the county administrator shall submit to the council a statement describing the important features of the proposed budgets including all sources of anticipated revenue of the county government and the amount of tax revenue required to meet the financial requirements of the county.

HISTORY: 1962 Code Section 14-3743; 1975 (59) 692.

SECTION 4-9-650. Authority of administrator over certain elected officials.

With the exception of organizational policies established by the governing body, the county administrator shall exercise no authority over any elected officials of the county whose offices were created either by the Constitution or by the general law of the State.

HISTORY: 1962 Code Section 14-3744; 1975 (59) 692.

SECTION 4-9-660. Authority of council and its members over county officers and employees.

Except for the purposes of inquiries and investigations, the council shall deal with county officers and employees who are subject to the direction and supervision of the county administrator solely through the administrator, and neither the council nor its members shall give orders or instructions to any such officers or employees.

HISTORY: 1962 Code Section 14-3745; 1975 (59) 692.

SECTION 4-9-670. Applicability of Article 1.

Except as specifically provided for in this article, the structure, organization, powers, duties, functions and responsibilities of county government under the council-administrator form shall be as prescribed in Article 1 of this chapter.

HISTORY: 1962 Code Section 14-3746; 1975 (59) 692.

At this time, staff is unaware of any Council rule reinforcing the requirement that all Council members adhere to the Council-Administrator form of government. However, based on Council approval, the Council rules can be amended to reflect thereof.

As stated in the County's employee handbook – see excerpt below and attachments – the County Administrator has the authority to impose multiple employee disciplinary measures, including, but not limited to unpaid suspensions and termination.

Discipline

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the County determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the County may impose a combination of disciplinary measures. **THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.** Supervisors and Department Head must submit terminations to the County Administrator for review.

Examples of conduct warranting discipline are listed in the County handbook, and are also attached. This list can be amended to include language reflective of failing to adhere to the chain of command.

The excerpt below (entire Chain of Command policy is attached) from the County's Employee Handbook outlines the County's chain of command policy.

Chain of Command

It is the practice of Richland County to involve the appropriate levels of management and supervision when making decisions or attempting to resolve personnel problems or concerns. The chain of command is designed to handle personnel and organizational matters in a systematic, responsive and effective manner. Richland County encourages employees to know and utilize the chain of command. However, if an employee's concern involves his/her immediate supervisor, he/she may skip that level and proceed to the next level in the chain of command.

Employees should ordinarily utilize their intra-departmental structure, beginning with their immediate supervisor through each level up to their Department Head, whenever possible to address employment related problems or concerns. It is the responsibility of supervisors, Department Heads and County Administration to respond appropriately and in a timely manner to employee concerns and questions.

Additionally, as it pertains to the communication between employees and Council members the policy states the following:

Any employee who is also a citizen of Richland County shall be allowed to communicate non-employment related inquiries or complaints to his/her County Council member without interference, restraint, coercion, discrimination, or reprisal from the employee's department head or supervisors, or having his/her employment jeopardized in any manner. For employment-related issues, employees should follow their designated chain of command.

It is at this time that staff is requesting direction from Council regarding Mr. Malinowski's motion.

C. Legislative / Chronological History

Motion made by Mr. Malinowski at the September 8, 2015 Council meeting.

D. Financial Impact

The financial impact would depend upon the direction provided by Council. Hiring a consultant to conduct a training class will have an associated cost. However, that cost has not been identified at this time.

E. Alternatives

1. Consider Council member Malinowski's motion and provide direction to staff.
2. Consider Council member Malinowski's motion, and do not proceed accordingly.

F. Recommendation

Motion recommended by Mr. Malinowski

Recommended by: Bill Malinowski

Department: Richland County Council

Date: September 8, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers Date: 10/16/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation:

This is a Council decision based on needs and benefit.

Human Resources

Reviewed by: Dwight Hanna Date: 10/19/15
 Recommend Council approval Recommend Council denial
 Council Discretion

Comments regarding recommendation: It is up to Council’s discretion to determine if and the type of training based on needs and benefits.

Legal

Reviewed by: Elizabeth McLean Date: 10/19/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Roxanne Ancheta Date: October 20, 2015
 Recommend Council approval Recommend Council denial

Comments regarding recommendation: Training for Council regarding the Council-Administrator form of government is at Council’s discretion. An amendment to Council’s Rules regarding the Council-Administrator form of government is also at Council’s discretion. If directed to do so by Council, we will amend the Employee Handbook and HR Guidelines to specifically address an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council Members.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
TITLE: Chain of Command	Number: 1.04
EFFECTIVE DATE: 8/1/2009	Page: 1 of 2
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Management

PURPOSE:

It is the practice of Richland County to involve the appropriate levels of management and supervision when making decisions or attempting to resolve personnel problems or concerns. The chain of command is designed to handle personnel and organizational matters in a systematic, responsive and effective manner. Richland County encourages employees to know and utilize their respective chain of command.

DEFINITIONS:

Chain of Command – The structured levels of Richland County’s administrative lines of authority to include the County Administrator, Assistant County Administrators, Department Heads, Division Managers and Supervisors.

PROCEDURE:

1. Each level of supervision has the authority to delegate decision-making power to subordinate levels of management. Delegation of authority, however, does not relieve management of responsibility and accountability for decision-making.
2. Employees should ordinarily utilize their intra-departmental structure, beginning with their immediate supervisor through each level up to their Department Head, whenever possible to address employment related suggestions, questions, problems or concerns. However, if an employee’s concern involves his/her immediate supervisor, s/he may skip that level and proceed to the next level in the chain of command.
3. It is the responsibility of Supervisors, Department Heads and County Administration to respond appropriately and in a timely manner to employee concerns and questions.
4. Steps beyond the Department Head level should normally be taken only after these initial levels of decision-making and/or resolution have been exhausted. It is the Department Head’s responsibility to ensure that each employee is aware of the intra-departmental organizational structure and the elevation steps beyond the department level.
5. The management levels beyond the Department Head include, in ascending order: Assistant County Administrators, and County Administrator. The chain of command in the offices of Elected and Appointed Officials is as determined by the respective Elected or Appointed Official.
6. Any employee who is also a citizen of Richland County shall be allowed to communicate non-employment related inquiries or complaints to his/her County Council member without interference, restraint, coercion, discrimination, or reprisal

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
TITLE: Chain of Command	Number: 1.04
EFFECTIVE DATE: 8/1/2009	Page: 2 of 2
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Management

from the employee's department head or supervisors, or having his/her employment jeopardized in any manner. For employment-related issues, employees should follow their designated chain of command.

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 8/1/2009	Page: 1 of 8
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

PURPOSE:

As is the case with all organizations, instances arise when an employee must be disciplined. The goal of discipline is to correct undesirable behavior and/or prevent reoccurrence of undesirable behavior, not to punish employees. The discipline, which may be imposed, includes but is not limited to counseling notice, official reprimand, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if such disciplinary action is appropriate. In addition, the County may impose a combination of disciplinary measures. **THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY’S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.** Department heads must submit terminations recommendations to the County Administrator for review and approval.

DEFINITIONS:

- A. Disciplinary Action Form (DAF)- The form used by supervisors to document less than “Fully Proficient” or undesirable employee behavior, which results in disciplinary action.

PROCEDURE:

1. Disciplinary actions are prescribed by a Department Head when, in his/her opinion, an employee's work performance or actions are not “fully proficient” or if the employee violates County policies which mandate disciplinary action.
2. It is not possible to list all job performance problems, misconduct, unsatisfactory customer service, inappropriate behavior/acts or omissions, which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct, infraction or less than “Fully Proficient” job performance depends upon a number of factors including, but not limited to, the employee’s prior disciplinary record, the seriousness of the misconduct, level of inadequate job performance and the impact of the infraction or misconduct on others.
3. The County and the public expect employee conduct in accordance with applicable laws, regulations, Richland County policies and departmental procedures, and acceptable work behaviors from all employees. Employees in supervisory and higher level positions should set an example by their own job performance, conduct, attitude and work habits.
4. Employees must sign counseling memoranda, policy statements, performance appraisals and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign the document he may be relieved of duty without pay and/or subject to disciplinary action up to and including termination.

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 8/1/2009	Page: 2 of 8
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

5. The County requires and expects all employees to observe high standards of honesty, good conduct, teamwork and fair play in their relations with each other and the public.
6. The administration of disciplinary action shall be based on an examination of the relevant facts in each case. Supervisors shall administer appropriate discipline to their employees for the purpose of correcting the employee's inappropriate behavior and helping them improve their performance but not to punish, embarrass or humiliate the employee.
7. The application of any disciplinary action shall be based upon the facts of each particular case. The degree of disciplinary action takes into account the following but is not necessarily limited to:
 - 7.1. Seriousness of the violation and any mitigating circumstances
 - 7.2. Violation repetition of a particular or closely related rule
 - 7.3. Past disciplinary action(s)
 - 7.4. Consistency (i.e. other employees previously in violation of this or similar rule and the resulting disciplinary action).
8. The guidelines within this procedure provide general guidance and are meant to be applied in normal cases, but cannot cover all situations. It is necessary for the Supervisor or Department Head to use appropriate discretionary judgement in individual circumstances in consideration of relevant facts when making disciplinary action decisions and recommendations.
9. The Supervisor shall initiate disciplinary action by coordinating the action through the Department Head.
10. Department Heads should consult with HRD throughout the disciplinary process as appropriate.
11. A DAF shall accompany all disciplinary actions:
 - 11.1. The action must be documented on the DAF then discussed with the employee
 - 11.2. All relevant information should be attached to the DAF
 - 11.3. The action must be signed by the employee and supervisor and up the chain of command
 - 11.4. The DAF is sent to HRD for review and included in the employee's Personnel File after review and approval by HRD and the County Administrator
 - 11.5. HRD returns a copy to the Supervisor.

RICHLAND COUNTY PERSONNEL POLICY

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12. It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular job performance deficiency or misconduct is at the sole discretion of the County. The following are merely examples of some of the more obvious types of job performance deficiency or misconduct that may result in disciplinary action, up to and including discharge. **THE COUNTY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

- 12.1. Less than fully proficient job performance
- 12.2. Unfitness to perform work duties according to the standards of the classification plan
- 12.3. Conflicting outside employment
- 12.4. Failure to report for work without departmental approval for three (3) consecutive days
- 12.5. Disclosure of information considered confidential to unauthorized parties
- 12.6. Acceptance of improper gratuities or gifts as defined in the South Carolina State Code of Ethics
- 12.7. Violation of county ordinances, rules, guidelines and policies
- 12.8. Membership in any organization which advocates the overthrow of the government of the United States by force or violence
- 12.9. Unsatisfactory customer service
- 12.10. Failure or refusal to carry out job duties or instructions
- 12.11. Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense which affects the County's reputation or which reasonably could create concern on the part of fellow employees or the community
- 12.12. Incompetence
- 12.13. Unauthorized absence or tardiness
- 12.14. Insubordination; disrespect for authority; or other conduct which tends to undermine authority
- 12.15. Unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of County property or the property of others
- 12.16. Violation of safety rules; neglect; engaging in unsafe practices
- 12.17. Interference with the work of others
- 12.18. Threatening, coercing or intimidating fellow employees, including "joking" threats
- 12.19. Dishonesty
- 12.20. Failure to provide information; falsifying County records; providing falsified records to the County for any purpose
- 12.21. Failure to report personal injury or property damage
- 12.22. Vehicular/equipment accidents at the fault of the employee

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- 12.23. Neglect or carelessness
 - 12.24. Introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on County property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs.
 - 12.25. Lack of good judgment
 - 12.26. Harassment or retaliation
 - 12.27. Any other reason that, in the County's sole determination, warrants discipline
13. Listed below are the levels of disciplinary action that Supervisors and Department Heads may generally follow; however, the step process is not required. The County does not require progressive discipline.
14. Counseling Notice – Provided for single, unrelated, and relatively minor instances of substandard performance or other such situations, an oral discussion between the employee's Department Head and the employee may be sufficient to correct the situation.
15. Official Reprimand - The Official Reprimand may, but not necessarily be, preceded by the Counseling Notice. It should outline the employee's deficiency, the required improvement, the time expected to achieve such improvement, and serves as a warning.
16. Disciplinary Probation – This action shall be considered a severe warning issued in writing by the Department Head. This would normally follow repeated instances of minor infractions of substandard performance for which there have been previous verbal warnings or one significant infraction.
- 16.1. An employee may be placed on Disciplinary Probation for three (3) month increments, not to exceed six (6) months. The employee shall be informed in writing as to the job performance deficiency goals, performance measures and/or corrective actions, which are a requirement within the specific time period at the time of the disciplinary action. Any further similar infraction(s) during this period or thereafter may result in immediate termination.
 - 16.2. The written DAF shall explain clearly the reasons for the reprimand, stipulate the duration of the probationary period, the standards for judging the employee's improvement and the action to be taken if the deficiencies are not corrected within the probationary period.
17. Suspension – Suspension may, but not necessarily be, preceded by the Counseling Notice and Official Reprimand or one significant infraction. Suspension may be due to disciplinary action or to an investigation. Suspension is the temporary removal of an employee from his or her position without pay. Such suspension shall usually be for a period of one (1) to five (5) workdays.

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- 17.1. During the investigation, hearing, or trial of an employee on any criminal charge, during the course of any civil action involving an employee, or during investigation of employee misconduct, performance deficiencies and ability to work, when suspension would be in the best interest of the County, the County Administrator may suspend the employee with or without pay or place the employee on accrued annual leave for the duration of the proceedings. Department heads or Supervisors may place an employee on suspension pending further investigation of a disciplinary matter by the County Administrator or the Department Head, when suspension would be in the best interest of the County.
- 17.2. The Suspension Notice shall be in writing on the DAF and shall indicate the reasons for the action, the length of the suspension, the date the employee is to return to work, the specific recommendations for corrective actions the employee should take when he/she returns to work, and the action to be taken (termination) if the behavior is repeated. PAF must be completed with dates of suspension.
- 17.3. Back pay shall not ordinarily be recoverable, but where the suspension is terminated by full reinstatement of the employee, the County Administrator may authorize full recovery of pay and benefits for the entire or for any lesser period of the suspension.
18. Demotion - Employees who fail to meet the job performance requirements of their position, or otherwise fail to perform their duties, may be demoted to a position with a lower level of responsibility and pay grade.
19. Termination - All employees are employed at the will of the County. If an employee fails to perform to the standards of the classification for the position held, or if the County determines that the employee is negligent, inefficient, unfit to perform the duties of the position, or if the employee violates County policies, or for any reason in the County's sole discretion, the employee may be suspended by his/her Department Head with a recommendation of discharge. Upon investigation of the employee's performance, the County Administrator or appropriate Elected or Appointed Official may discharge an employee.
- 19.1. In accordance with South Carolina law, employees who work for Elected Officials serve at the pleasure of such Elected Officials. A signed statement from the appropriate Elected Official that it is no longer his/her pleasure that the employee be employed is legal grounds for termination, provided no other laws are violated.
- 19.2. When an employee is dismissed, the Department Head shall immediately provide the County Administrator with a written notice of the dismissal indicating the effective date and the reason(s) for the dismissal. Any dismissed employee shall be given a written notice of his/her dismissal setting forth the effective date and reason(s) for his/her

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discharge. The Department Head shall notify any dismissed employee of his/her right to appeal the dismissal.

20. Administrative Leave - Under limited circumstances, an employee may be reassigned to other duties or placed on Administrative Leave with pay for a prescribed period of time as recommended by department head and approved by the County Administrator.

20.1. Administrative Leave allows for the immediate removal of an employee so that any allegation or accusation directed toward the employee can be promptly and thoroughly investigated by the County. Each department head should attempt to conclude investigations as soon as reasonably possible, not to exceed thirty (30) calendar days.

20.2. Administrative leave may also be used during the investigation, hearing or trial of an employee on any criminal charge, during the course of any civil action involving an employee or during an investigation of employee misconduct.

21. Demotions

21.1. If a Department Head concludes that an employee's job performance in his/her present position is below "Fully Proficient", the Department Head may recommend in writing to HRD and to the County Administrator that the employee be demoted. The Department Head should include the employee's most recent performance appraisal.

22. Department Heads have the ability to allow employees who are undergoing disciplinary action a "Decision Day". An employee placed in Decision Day status is required to use this day (which is considered paid work time) to decide either to take the necessary corrective action or to terminate employment with the County. Upon the employee's decision to take corrective action, the steps the employee will take to correct the problem are documented by the employee and submitted to the Supervisor. The Supervisor should submit this paperwork along with the DAF to HRD.

23. Employees may be immediately suspended, if the violation is considered by the Department Head to be of such a serious nature to warrant such disciplinary action as immediately taking the employee out of the workplace.

24. Any disciplinary action is at the recommendation and/or discretion of the Department Head. It is subject to review and approval where appropriate by HRD and the County Administrator and/or subject to the Grievance Procedure.

25. Any employee who feels disciplinary action taken against him is not justified may follow the grievance procedures.

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26. Employees shall be required to sign disciplinary notices, performance appraisals and similar documents. The employee's signature will simply indicate receipt and will not indicate agreement.

RESPONSIBILITIES:

1. Employee

- 1.1. Consistently deliver “Fully Proficient” or higher job performance.
- 1.2. Be aware of job requirements and expectations for appropriate job performance. Ask questions when in doubt.
- 1.3. Talk with appropriate co-workers or supervisor when a problem first begins to appear.
- 1.4. When appropriate, consult HRD for advice and assistance.
- 1.5. Use the performance and disciplinary process as an aid to improve job performance. Sign any paperwork in the disciplinary process as an acknowledgement of receipt of information. The signature does not necessarily indicate agreement with the action that is taking place.
- 1.6. Refer to Grievance Procedure regarding rights to appeal disciplinary matters for regular employees.

2. Supervisors / Department Heads

- 2.1. Ensure all customers/citizens receive efficient professional accurate, prompt and courteous service.
- 2.2. Maintain standards of employee conduct in accordance with Richland County’s policies and procedures and established and stated rules of the department.
- 2.3. Record all disciplinary actions on the County’s DAF and maintain all other appropriate documentation.
- 2.4. Inform employees of the availability of the Employee Assistance Program (EAP) for professional counseling when appropriate.
- 2.5. Consult HRD for recommendations on how to handle disciplinary situations, procedures to follow, and other related assistance and advice.

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- 2.6. Keep HRD and the County Administrator informed of disciplinary actions.
- 2.7. Complete and submit appropriate paperwork to HRD. Provide copies of all documents to the employee.
- 2.8. Maintain current policy and procedures and make them available to employees upon request.

3. Human Resources Department

- 3.1. Implement approved actions that are submitted by Department Heads.
- 3.2. Obtain legal advice when appropriate.
- 3.3. Maintain records of disciplinary actions in the employee's Official Personnel File.

Richland County Council Request of Action

Subject:

Changes to Policy on Requiring Employees to Sign Documents

Richland County Council Request of Action

Subject: Changes to Policy on Requiring Employees to Sign Documents

A. Purpose

County Council is requested to consider Mr. Jackson's motion to review the County's Human Resources policy on requiring employees to sign documents.

B. Background / Discussion

At the September 8, 2015 Council meeting, Mr. Jackson brought forth the following motion:

“Review HR policy on any subjection to violate employees’ civil rights. Example signing documents or be fired except memos. There should be other means showing employees receipt of document such as witness noting refusal to sign”

Pursuant to this motion, the Human Resources Department has prepared possible changes to the Richland County Employee Handbook regarding disciplinary actions taken on employees who do not sign official County documents (page 39 of the Employee Handbook) and the process to document that employees were informed and employees were provided documents.

The current County's policy, located on page 39 of the Richland County Employee Handbook, and which was recommended by outside HR legal counsel, and therefore does not violate an employee's civil rights, is as follows:

Performance Evaluations

The County may periodically conduct oral or written evaluations of employees' performance. Employees must sign written evaluations. The employee's signature does not necessarily indicate agreement with the contents of the evaluation, only that he/she has been made aware of it. While favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he/she receives a favorable evaluation.

Discipline

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the County determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the County may impose a combination of disciplinary measures. THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE. Supervisors and Department Head must submit terminations to the County Administrator for review. Employees must sign counseling memoranda, policy statements, performance evaluations and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he/she has been notified of the contents of the document.

If an employee refuses to sign the document he/she will be relieved of duty without pay. If he/she does not sign the form by 5:00 p.m. at the end of his next scheduled work-day, he/she will be presumed to have resigned and will be separated from the payroll.

The optional changes are as follows:

Performance Evaluations Appraisals

The County may periodically conduct oral or written evaluations of employees' performance. Employees must sign written **evaluations-performance appraisals**. The employee's signature does not necessarily indicate agreement with the contents of the **evaluations-performance appraisals**, only that he/she has been made aware of it. **If an employee refuses to sign their performance appraisal, they may write "I refuse to sign" on the document and sign and date under their written refusal to sign. If the employee refuses to write a note and sign, the supervisor and a witness can sign and document the employee refused.** While favorable performance **evaluations appraisals** may be a factor in determining wage increases, no employee is entitled to a wage increase because he/she receives a favorable **evaluations performance appraisal**.

Discipline

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the County determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the County may impose a combination of disciplinary measures. THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE. Supervisors and Department Head must submit terminations to the County Administrator for review. Employees must sign counseling memoranda, policy statements, performance **evaluations appraisals** and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he/she has been notified of the contents of the document. ~~If an employee refuses to sign the document he/she will be relieved of duty without pay. If he/she does not sign the form by 5:00 p.m. at the end of his next scheduled work-day, he/she will be presumed to have resigned and will be separated from the payroll., they may write "I refuse to sign" on the document and sign and date under their written refusal to sign. If the employee chooses not to sign or document that they refuse to sign, a witness will be called in to certify that the employee reviewed the appropriate document but refused to sign.~~

C. Legislative / Chronological History

September 8, 2015 – Mr. Jackson made the following motion at the Council meeting:
"Review HR policy on any subjection to violate employees' civil rights. Example signing documents or be fired except memos. There should be other means showing employees receipt of document such as witness noting refusal to sign"

D. Financial Impact

There is no financial impact associated with this request.

E. Alternatives

1. Consider Mr. Jackson’s motion and approve the suggested changes to the Richland County Employee Handbook as outlined above.
2. Consider Mr. Jackson’s motion and modify the suggested changes to the Richland County Employee Handbook
3. Consider Mr. Jackson’s motion and do not proceed with making any changes to the Richland County Employee Handbook.

F. Recommendation

This is a policy decision for Council.

Recommended by: Norman Jackson
 Department: County Council
 Date: 9/8/2015

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers Date: 10/22/15
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation:

No recommendation because this is a policy decision for Council with no financial impact.

Human Resources

Reviewed by: Dwight Hanna Date: 10/23/15
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: Council's discretion because this is a policy decision. However, it is very important and beneficial to the employee that all employees are clearly informed of serious disciplinary actions and/or potential of termination for not signing a document. In addition, it is important the County is able to provide clear documentation if requested that the employee was informed about actions such as but not limited to disciplinary actions. The current policy was proposed by outside legal counsel. There are two main purposes of the current policy. One is to ensure the employee is made aware of the action and reason for the action. The other main purpose is to document the County has complied with the obligation to inform the employee of the action.

In an effort to address the concerns raised, the County could request departments either use the County's Disciplinary Action Form which includes clear language that the employee's signature does not mean agreement. And in cases where the department does not use the County's Disciplinary Action Form we can request departments use the language from the County's Disciplinary Action Form if employees are requested to sign documents and it is possible disciplinary action will be taken if the employee does not sign.

Legal

Reviewed by: Elizabeth McLean

Date: 11/16/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Please see attached opinion by outside labor counsel. This office agrees with the legal conclusions of outside counsel; however, the application of the policy, if inconsistent, could change that conclusion. The opinion assumes that each employee is told that signing does not mean they agree with the document and they are told that they can attach a separate document reciting their version of events. Again, policies must be applied consistently and the discipline should be proportionate to the offense.

Administration

Reviewed by: Roxanne Ancheta

Date: November 17, 2015

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy decision of Council. Any changes recommended by Council should be vetted by appropriate legal counsel. As previously stated, the County's current policy was recommended by outside HR (labor) legal counsel, and does not violate an employee's civil rights.

Richland County Council Request of Action

Subject:

Council member Jackson's Motion Regarding Hourly Rates for Transportation Engineers and Part-time Interns

Richland County Council Request of Action

Subject: Council member Jackson’s Motion Regarding Hourly Rates for Transportation Engineers and Part-time Interns

A. Purpose

Council is requested to consider Council member Jackson’s motion regarding hourly rates for transportation engineers and part-time interns.

B. Background / Discussion

At the November 3, 2015 Council meeting, Mr. Jackson made the following motion:

“Council consideration for future contract negotiations with the PDT or any other group to reduce the hourly rate for engineers making \$270 and for parttime interns making \$35 per hour. As a council we must be consistent when deciding what is fair and not have the appearance of being discriminatory”

In Exhibit E – see attached – of the Program Development Team’s (PDT) contract, the rates of the Engineers and Interns are listed in the personnel pay schedule table. These rates include overhead, salaries and benefits (health insurance, dental insurance, etc.) which is included in the 2.87 multiplier listed in the exhibit.

Please note that the rates listed in the table of Exhibit E only apply to Out of Scope “Additional” Services where work will need to be extended above and beyond their existing contractual scope. The contract also includes language that both parties must mutually agree to any additional services in writing in the form of an addendum or change order to the original agreement.

In Exhibit E, the highest pay rate is \$276 an hour for the position listed as principal and is not an engineer; however, the actual hourly rate for that position is \$96, which is calculated by dividing \$276 by the 2.87 multiplier. The multiplier is used to accurately reflect the total pay rate, which includes benefits for the position.

The high school interns and college interns are being paid \$9.50 and \$10.50, respectively.

The hourly wage rates included in the PDT contract are consistent with rates for engineers and interns at transportation related consulting firms and State agencies.

Given this information, for future transportation projects, staff will continue to ensure that all contracted hourly rates are reasonable and consistent with the transportation industry standards.

C. Legislative / Chronological History

- Motion made by Mr. Jackson at the September 8, 2015 Council meeting.

D. Financial Impact

There is no financial impact associated with this request.

E. Alternatives

1. Consider Council member Jackson’s motion and direct staff to ensure that all contracted hourly rates in future transportation contracts are reasonable and consistent with the transportation industry standards.
2. Consider Council member Jackson’s motion, and provide direction to staff.

F. Recommendation

“Council consideration for future contract negotiations with the PDT or any other group to reduce the hourly rate for engineers making \$270 and for part-time interns making \$35 per hour. As a council we must be consistent when deciding what is fair and not have the appearance of being discriminatory”

Recommended by: Norman Jackson
Department: Richland County Council
Date: November 3, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: <u>Daniel Driggers</u>	Date: 11/9/15
<input type="checkbox"/> Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

This is an item for Council discretion with no immediate financial impact identified.

Procurement

Reviewed by: <u>Cheryl Patrick</u>	Date: 11/9/15
<input type="checkbox"/> Recommend Council approval	<input type="checkbox"/> Recommend Council denial

The Procurement Department supports, in all future contracts, ensuring salaries are negotiated according to consistent industry standards.

Transportation

Reviewed by: <u>Rob Perry</u>	Date: 11/10/15
<input type="checkbox"/> Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

The background discussion provides an adequate explanation of the contract as it relates to the motion. Any deviation from the contract approved by Council would be at Council’s discretion.

Legal

Reviewed by: Elizabeth McLean

Date: 11/13/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion. As the PDT contract has already been executed, any changes to the contract could only happen through re-negotiation.

Administration

Reviewed by: Roxanne Ancheta

Date: November 16, 2015

X Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Because the motion references "future contract negotiations," staff will continue to ensure salaries are negotiated on all contracts according to consistent industry standards.

EXHIBIT E

To The

Program Management Agreement

Richland County

EXHIBIT E

RICHLAND COUNTY SALES TAX TRANSPORTATION PROGRAM PERSONNEL RATE SCHEDULE (RATES FOR 2014 calculated at 2.87 DPE)		
Position Code	Position	Hourly Rates
	PROGRAM MANAGEMENT	
100	Program Manager	\$ 233
101	Deputy Program Manager	\$ 219
102	Assistant Program Manager	\$ 180
103	Program Administrator	\$ 173
104	Principal	\$ 276
	PUBLIC INFORMATION	
200	Public Information Director	\$ 200
201	Public Relations Director	\$ 121
202	Outreach Lead Strategist	\$ 220
203	Outreach Manager	\$ 121
204	Web Designer	\$ 125
	PROCUREMENT	
300	Procurement Director	\$ 225
301	Procurement Manager	\$ 67
302	SWMBE Manager	\$ 108
	PROJECT CONTROLS	
400	Project Controls Director	\$ 178
401	Financial Controls	\$ 150
402	CPM Scheduler	\$ 101
403	TEAMS Coordinator	\$ 138
	DESIGN	
500	Principal Architect	\$ 180
501	Senior Architect	\$ 153
502	Architect	\$ 126
503	Principal Engineer	\$ 180
504	Senior Engineer	\$ 158
505	Engineer	\$ 130
506	Junior Engineer	\$ 64
507	Engineering Technician	\$ 118
508	Senior Structural Engineer	\$ 157
509	Structural Engineer	\$ 121
510	Senior Traffic Engineer	\$ 118

EXHIBIT E

	COST ESTIMATING	
600	Preconstruction Svcs. Director	\$174
601	Senior Estimator	\$133
602	Estimator	\$104
603	Quantity Surveyor	\$66
	ENVIRONMENTAL	
700	Senior Geologist	\$189
701	Geologist	\$128
702	Senior Hydrologist	\$151
703	Hydrologist	\$102
704	Senior Environmentalist	\$114
705	Senior Biologist	\$189
706	Biologist	\$128
707	Environmental P. E.	\$180
708	Environmental Technician	\$118
	CONSTRUCTION/INSPECTIONS	
800	Construction Manager	\$181
801	Project Manager	\$144
802	Assistant Project Manager	\$90
803	Senior Inspector	\$104
804	Inspector	\$93
805	Junior Inspector	\$63
806	Safety Compliance Officer	\$90
	RIGHT-OF-WAY ACQUISITION	
900	Right-of-Way Principal	\$180
901	Right-of-Way Manager	\$160
902	Right-of-Way Agent/Mentor	\$60
903	Right-of-Way Protégé	\$60
904	Project Manager	\$145
905	Attorney Mentor	\$200
906	Attorney Protégé	\$200
	SURVEY & MAPPING	
1000	Director	\$166
1001	Lead Utility Coordinator/Eng. IV	\$131
1002	Asst. Utility Coordinator/Eng. III	\$123
1003	Asst. Utility Coordinator/Eng. II	\$117
1004	Technical Assistant	\$96
1005	Lead Prof. Land Surveyor	\$109
1006	Asst. Prof. Land Surveyor	\$93
1007	Surveyor Tech III	\$72
1008	Surveyor Tech II	\$52

EXHIBIT E

1009	Survey CAD Technician I	\$70
1010	GIS Specialist	\$95
	ACCOUNTING	
1100	Accounting Manager	\$173
1101	Accountant	\$94
1102	Accounting Clerk	\$58
	LEGAL	
1200	Attorney	TBD
1201	Legal Assistant	TBD
	SUPPORT STAFF	
1300	Contract Administrator	\$90
1301	Clerical	\$72
1302	Intern	\$54
1303	Student Intern	\$43
Notes:		
1. Overtime premium is 1.5 of above rates .		
2. Rates are subject to annual adjustment per Agreement.		
3. Hourly cost = Base Rate x 2.875 (based on 2014 wages)		

End of Exhibit

Richland County Council Request of Action

Subject:

Consulting and Representation Services – Disaster Recovery RFP

Richland County Council Request of Action

Subject: Consulting and Representation Services – Disaster Recovery RFP

A. Purpose

County Council is requested to approve a contract with TBD to provide Disaster Recovery Consulting and Representation Services for Richland County.

B. Background / Discussion

Under emergency order, the County is allowed to procure services using expedited procedures. FEMA also allows governmental entities to immediately begin disaster recovery efforts utilizing cooperative agreements if the entity does not have a disaster recovery contract in effect.

Because Richland County did not have a disaster recovery contract in effect at the time of the 1,000 year flood event, shortly after the disaster in early October, numerous firms were contacted to provide assistance with the County's disaster recovery.

Tetra Tech was procured using these expedited procedures. To date, Tetra Tech has provided FEMA reimbursement support; well testing project management; and a countywide flood mitigation assessment (high water mark data collection / mitigation alternatives identification).

FEMA, however, requires that a procurement for these services be issued as soon as practicable following the disaster declaration.

Towards that end, the County issued an RFP (attached) on October 29, 2015 for ongoing disaster recovery support services, which will support long term recovery efforts and provide expert professional support for FEMA Major Disaster 4241 ("South Carolina Severe Storms and Flooding"), and any subsequent declared disaster(s).

The contract will not exceed 7 years. The initial agreement is contemplated as a five year term, with two renewal terms of 1 year each.

The selected firm will be responsible for services including, but not limited to, Post Disaster Consulting and Engineering Services such as FEMA Public Assistance Advisory Services; HUD Community Development Block Group Disaster Recovery Support Services; FEMA 404 and 406 Hazard Mitigation Expertise; Financial and Grant Management Support; Information Technology, Data Management and Reporting Support; Disaster Recovery Engineering Related Services Support; Disaster Debris Monitoring Services; Emergency Management Support Services; and any other tasks as determined by the County to be imperative depending on the type of disaster declared by the County; the State of South Carolina; the United States Federal Government; or FEMA.

Proposals are due November 16, 2015. However, the evaluation team will not complete its evaluation by the November 24, 2015 Administration and Finance (A&F) Committee Meeting. Therefore, staff requests Council approve the contract at its December 8, 2015 Council Meeting, when the name of the recommended firm(s) will be provided to Council. For the purposes of this Committee meeting, staff requests that the A&F Committee recommend approval of a

contract with TBD to provide Disaster Recovery Consulting and Representation Services for Richland County. Again - the firm's name will be provided to Council at the December 8, 2015 Council Meeting.

C. Legislative / Chronological History

South Carolina Severe Storms and Flooding (DR-4241)
Incident period: October 01, 2015 to October 23, 2015
Major Disaster Declaration declared on October 05, 2015

At the October 6, 2015 Special Called Council Meeting, Council approved proceeding with Ash Britt and Tetra Tech to assist the County with disaster recovery services. Ash Britt's services were not required, as these services were ultimately provided by SCDOT.

D. Financial Impact

At the October 6, 2015 Special Called Council Meeting, Council approved an emergency ordinance (attached) authorizing the County Administrator to carry out emergency activities in an amount up to \$1.5M. Tetra Tech is being paid from these funds. The selected firm will be paid from these, or other additional funds approved by Council to address disaster recovery for this event.

E. Alternatives

1. Approve the request to enter into a contract with TBD to provide Disaster Recovery Consulting and Representation Services for Richland County.
2. Do not approve a contract to provide Disaster Recovery Consulting and Representation Services for Richland County. This alternative is not recommended, as this goes against FEMA's procurement recommendations.

F. Recommendation

It is recommended that Council approve the request to enter into a contract with TBD to provide Disaster Recovery Consulting and Representation Services for Richland County.

Recommended by: Roxanne Ancheta
Department: Administration
Date: 11/9/15

G. Reviews

Finance

Reviewed by: Daniel Driggers Date: 11/12/15
 Recommend Council approval Recommend Council denial

Comments regarding recommendation: It is unclear to me how to make a recommendation prior to reviewing the responses. Therefore the recommendation is based on the fact that we have not been provided the information on the responses.

Below are the County commitments-to-date related to the \$1.5m approved by Council:

\$ 300,000 Tetra Tech - to provide financial recovery services

\$ 227,000 Clarke Environmental Mosquito Management
 \$ 109,000 Tetra Tech - Flood Mitigation Alt Assessment

Disaster Recovery Reconciliation

PO date	\$ encumbered	Balance of approved funding	Vendor	Description
		\$ 1,500,000	Council approval	
11/2/2015	\$ 300,000	\$ 1,200,000	Tetra Tech - Task 2	Create PO for Tetra Tech to provide financial recovery services for Flood Disaster.
10/30/2015	\$ 227,000	\$ 973,000	Clarke Environmental Mosquito Management	Emergency Aerial Adulticide in the lower portion of Richland County
11/3/2015	\$ 109,758	\$ 863,242	Tetra Tech - Task 3	Flood Mitigation Alternatives Assessment
10/29/2015*	\$ 99,800	\$ 763,442	Tetra Tech - Task 4	Post-Disaster Needs Assessment Services and Monitoring of Residential Well Sampling.
11/20/2015*	\$ 397,660	\$ 365,782	Tetra Tech - Task 2 change order	Financial Recovery Services
11/20/2015*	\$ 39,192	\$ 326,590	Tetra Tech - Task 5	Personnel to assist Floodplain Manager

* Commitment Date - no PO entered in IFAS yet

Procurement

Reviewed by: Cheryl Patrick

Date: 11/13/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: As stated herein, FEMA requires an RFP (or other solicitation method as merited by a declared disaster) be issued as soon as practicable following the governmental entity's initial response to guarantee the health, safety and welfare of its citizens. FEMA allows entities to utilize cooperative agreements in place with other governmental entities to immediately address a disaster's needs; then solicit on their own for the services needed. That is the path RC followed. This ROA simply asks that the A&F Committee allow the recommendation of the highest ranked Proposer by the Evaluation Panel for RC-651-P-2016 to be presented to Council on December 8, 2015. The RFP was issued 10-29-15; an Amendment addressing questions was issued 11-6-15; Proposals are due 11-16-15 (the # of proposals submitted is unknown at this time but the expectation -- based on the interest level -- is there will be many). The Evaluation team will receive the submitted Proposals on November 17, 2015

and the Evaluators will meet on December 2, 2015 to finalize their scores and recommendations.

At this time, there is no monetary obligation tied to the RFP. The Proposers will submit a Line Item Cost Proposal which is not an Evaluation Factor as there are no defined finite quantities.

Again, this is a FEMA required solicitation and we respectfully ask the A&F Committee allow the process to be expedited.

Legal

Reviewed by: Brad Farrar

Date: 11/20/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision of Council and procedural issue for the Committee.

The import of the ROA is that the cycle of regularly scheduled relevant committee meetings does not support the timing of the full Council's decision point on approving the subject agreement. Specifically, the ROA provides that, "Proposals are due November 16, 2015. However, the evaluation team will not complete its evaluation by the November 24, 2015 Administration and Finance (A&F) Committee Meeting. Therefore, staff requests Council approve the contract at its December 8, 2015 Council Meeting, when the name of the recommended firm(s) will be provided to Council."

Rather than ask the Committee to approve "...a contract with TBD to provide Disaster Recovery Consulting and Representation Services for Richland County," another option could be for the Committee to simply forward the matter to Council without a recommendation, since key information the Committee may need to make a meaningful review, namely, the identity of the proposed vendor, would not be known according to the ROA at the time the Committee meets. Then, if Council feels a Committee recommendation is needed, it can simply recommit the matter to A&F for its input, or proceed as a full Council under the regular timeline for Council's meetings.

If, however, the intent is to go forward with a request for a committee of Council to approve an agreement without knowing who the party to that agreement, Legal can provide additional guidance at the appropriate committee or Council meeting as permitted under the SC FOIA as a matter of the receipt of legal advice.

Lastly, regarding the procurement of goods and services where the intent is to seek federal reimbursement (whether from FEMA or other agency), Legal has provided numerous opinions on that matter since the Council Chair and Presidential emergency and disaster declarations were issued in early October 2015, and reference should be made to those opinions as well as to the federal standards set forth in, among other places, 2 C.F.R. 200.17 through 200.326 (the "Uniform Rules").

Administration

Reviewed by: Roxanne Ancheta

Date: November 20, 2015

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: FEMA requires an RFP (or other solicitation method as merited by a declared disaster) be issued as soon as practicable following the governmental entity's initial response to guarantee the health, safety and welfare of its citizens. The County has done so. Thirteen (13) responses to the RFP were received November 16. The Evaluation Committee is currently reviewing the responses.

While this ROA requests the Committee to recommend the County enter into a contract with TBD to provide Disaster Recovery Consulting and Representation Services for Richland County, based on Legal's comments received on 11-20-15, the Committee may simply forward this matter to Council without a recommendation, with more detailed information being provided at the December 15, 2015 Council Meeting.



REQUEST FOR PROPOSAL
RC-651-P-2016
Consulting and Representation
Services – Disaster Recovery

Richland County Government will not accept liability for any incidental or consequential damages arising from or as a result of the electronic transmission of this document, acknowledgements or other data hereunder. In the event of receipt of an electronic document that is garbled in transmission or improperly formatted the authorized representative shown below must be notified immediately.

All questions must be addressed to the person listed in block # 3 of Section "G" page #29 prior to submitting a proposal.

Authorized Representative	Signature	Date
Cheryl Patrick, CPPB Richland County Procurement Director	<i>Cheryl D. Patrick, CPPB</i>	<i>10-29-2015</i>

Table of Contents

1. Solicitation Contents:

Sections	Form Description	# of Pages	Return with Submittal	
	COVER PAGE	1	NO	
	CONTENTS	1	NO	
SECTION - A	GENERAL INFORMATION	1	NO	
SECTION - B	SPECIAL CONDITIONS	4	NO	
SECTION - C	GENERAL CONDITIONS	1	NO	
SECTION - D	PROPOSAL SCHEDULE	1	YES	
SECTION - E	STATEMENT OF ASSURANCE, COMPLIANCE AND NONCOLLUSION	1	YES	
	DRUG FREE WORKPLACE	3	YES	
	NO RESPONSE FORM (<i>Return Only If Not Participating</i>)	1	YES	
SECTION - F	REQUIREMENTS (<i>provide responses</i>)	6	YES	
ATTACHMENT A	Hourly Labor Rates and Reimbursable Project Expenses	2	YES	
SECTION - G	SOLICITATION, OFFER & AWARD	1	YES	
	<i>Returned sections will be incorporated with executed agreement, if applicable</i>			
2. Acknowledgment of Amendments	Amendments #	Date	Amendments #	Date
Offeror acknowledges receipt of the amendment(s) to this solicitation. (show amendment(s) and date of each)				

Section - A

General Information

General Information

About Richland County

The County is located in the center of South Carolina and covers a total area of 756 square miles. The County surrounds the state capital city of Columbia, which is also the County seat. Established in 1785, the County has grown to become home to just over 334,000 residents, and represents a thriving business, industrial, governmental, and educational center. The County employs approximately 1765 people and operates a general fund budget in excess of \$100 million dollars.

Ranked consistently as one of the fastest growing areas in the State, Richland County and Columbia possess a virtually recession-proof economy. This is due to the presence of the seats of State and County government, the University of South Carolina, 7 additional institutions of higher education, and Fort Jackson (the nation's largest and most active initial entry Army training base). Other positive attributes of the area include the new 142,500 sq. ft. Columbia Metropolitan Convention Center, Riverbanks Zoo & Botanical Gardens (twice awarded the Governor's Cup for the most outstanding tourist attraction in South Carolina), the Richland County Public Library (ranked 8th national among urban libraries serving a population of 250,000 – 499,999) and the Colonial Center (the largest arena in the state of South Carolina at 18,000 seats and the 10th largest on campus basketball facility in the nation).

Approximately 65% of the land within the County is categorized as forest, 15% as urban, and the remaining 20% falls into the wetlands agriculture water, range land and barren categories. The average maximum temperature is 75.4 degrees Fahrenheit, the average minimum temperature is 51.4 degrees Fahrenheit, and the average annual precipitation is 48.5 inches.

The County is governed by an 11-member council, which in turn appoints an Administrator to handle daily operations and to provide professional expertise in government management. Under state law, the County is the primary governmental unit for the administration of law enforcement, justice, health, education, taxation, social service, library service, agricultural service, and the maintenance of public records.

Section – B

Special Conditions

SPECIAL CONDITIONS

Read all parts of the solicitation package thoroughly;

Follow all instructions and respond to requested information, qualification and requirements;

Return all paperwork requested; Sign required documents;
Submit your complete package on or before the date and time requested.

1. False Statements in Submittal of Proposals:

Proposers must provide full, accurate, clear and complete information as required by this solicitation its attachments and amendments. The penalty for making false statements in solicitations will be debarment or suspension from participating in Richland County Government (County) solicitations, purchasing and award of contracts for a period as prescribe by the Office of Procurement & Contracting. The County does not waive its rights to seek further actions.

2. Submission of Offers in the English Language:

Offers submitted in response to this solicitation shall be in English. Offers received in other than English shall be rejected.

3. Submission of Offers in U.S. Currency:

Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.

4. Proposals shall be publicly received and recorded at the time and place indicated by Section "B" Special Conditions and "G" Solicitation, Offer and Award and amendments of this solicitation.

5. Proposals shall be made in the official name of the company or individual under which business is conducted (showing official business address) and shall be signed in ink by a person duly authorized to legally bind the person, proprietorship, firm, partnership, company or corporation submitting Proposals. In addition, the Federal Identification Number (FEIN), Sole Proprietorship Number or in its absence, the Social Security Number of the individual and agent must be included.

6. Proposal information may be obtained by visiting our webpage at:

<http://www.richlandonline.com/Government/Departments/BusinessOperations/Procurement.aspx>

7. One (1) Original (clearly marked "**ORIGINAL**") Sealed Proposal **and** four (4) additional hard Copies, all clearly marked: "**RC-651-P-2016, Consulting and Representation Services – Disaster Recovery**" shall be submitted in an enclosed and secured envelope/container.

8. **Attachment A "Hourly Labor Rates and Reimbursable Project Expenses"** shall be in a separate secured envelope/container. The envelope/containers shall be addressed to:

Richland County Government
Office of Procurement and Contracting
2020 Hampton Street, Suite 3064
Columbia, SC 29204-1002
Attn: Cheryl Patrick, CPPB

Additionally: Proposers must submit one exact electronic copy of the original proposal on a compact disc (CD) or a USB flash drive. The electronic copy shall be labeled: "**RC-651-P-2016; Consulting and Representation Services – Disaster Recovery**" and submitted with the envelope/containers to the address as shown above. Four (4) additional electronic copies of Attachment A may also be submitted and are appreciated.

Attachment A: "Hourly Labor Rates and Reimbursable Project Expenses

shall be in a separate electronic format, along with five (5) hard copies and submitted in a separate envelope/container.

Proposals shall be accepted any weekday from Monday through Friday (excluding County holidays and weekends) between 09:00 AM, through 4:00 PM, local time. Last day of acceptance for this solicitation is **Monday, November 16, 2016, 3:00pm Local Time.**

9. The County will not accept liability for any incidental or consequential damages arising from or as a result of the electronic transmission of this document, acknowledgements, or other data hereunder. In the event of receipt of an electronic document that is garbled in transmission or improperly formatted the Office of Procurement & Contracting must be notified immediately.
10. Mistakes may be crossed out and corrections inserted adjacent thereto, and shall be initialed in ink by the person signing the proposals.
11. The County shall not accept responsibility for unidentified proposals.
12. The County shall not be liable for any costs associated with the preparation and responses to this solicitation; therefore, all costs shall be borne by the Proposer.
13. Proposal must be clearly marked "Confidential" for each part of the Proposal that is considered to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 (1986 Cum Supp.) (Freedom of Information Act). If any part is designated as "Confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure.
14. It is the intent and purpose of the county that this solicitation permits competition. It shall be the Proposer's responsibility to advise the Office of Procurement & Contracting in writing if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source. Such notification shall be submitted in writing, and must be received by the Office of Procurement no later than Thursday, November 6, 2015 at 11:00am. A review of such notification shall be made.
15. Every effort has been made to ensure that all information needed is included in this document. If the Proposer finds that they cannot complete their response without additional information, they may submit written questions to the Office of Procurement no later than Thursday, November 6, 2015 at 11:00am.
16. When applicable, South Carolina Sales Tax shall be shown as a separate entry on offeror's total summation. When required, exemption certificates shall be furnished on forms provided by the Proposer.
17. Proposal price must be submitted as a price schedule in a separate sealed and enclosed container properly identified with the proposal number and name.
18. Offeror(s) are to include all applicable requested information and are encouraged to include any additional information they wish to be considered on a separate sheet marked "Additional Information".
19. The County reserves the right to accept one or more proposals or reject any or all proposals received in response to this solicitation and to waive informalities and irregularities. The County also reserves the right to terminate this solicitation and reissue a subsequent solicitation, and/or remedy technical errors in the solicitation process.

20. By responding to this solicitation, it is understood that each Offeror shall comply with all applicable federal, state and local laws and shall meet all requirements imposed upon this service industry by regulatory agencies.
21. IRAN DIVESTMENT ACT - CERTIFICATION (a) The Iran Divestment Act List is a list published pursuant to SC Code of Laws Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

The County does not have a formal MWDBE program at this time. The County does have an OSBO (Office of Small Business Opportunity) which includes an SLBE (Small Local Business Enterprise) program which certifies small and local businesses. The County encourages utilization and participation of local small Richland County based businesses and MWDBE firms. A directory of the certified SLBEs is available on the OSBO website:

<http://www.richlandonline.com/Government/Departments/BusinessOperations/SmallLocalBusinessEnterprises.aspx>

EVALUATION

1. GENERAL

A duly appointed Evaluation Team (Team) will conduct proposal evaluations; the Team shall be assigned by the County. Proposals will be evaluated and the Team shall assign ratings to each proposal submitted and *may* establish a short list representing the top firms for further evaluation (at the County's discretion), at which time the County reserves the right to establish different and separate evaluation criteria. Documents also may be examined by other agencies and consultants at discretion of the County.

The County reserves the right to request any one of the top ranked submittals or the entire top ranked to appear for oral interviews and / or provide electronic presentations in order to further evaluate submittals. Top ranked submittal(s) will be evaluated based on criteria established for the second round of evaluations (if conducted).

The County may select one or more step(s) to have a proposed solution by a selected proposer (at County's discretion) demonstrated in a real life, test scenario environment and *may* include live, face to face, oral presentations and demonstrations. The County will ultimately select the Qualified Proponent who demonstrates the greatest combination of capability, experience, vision, and commitment for the development of the proposed project.

The evaluation process is to determine which proposal is most advantageous to the County taking into consideration evaluation factors set forth in the solicitation and such evaluation criteria as established internally for evaluations to select the contractor most qualified to provide the services as stipulated and proceed with negotiations;

If an agreement cannot be reached with the top Proposer, the County may then negotiate in descending order. The County is not obligated to accept the highest price; award of a contract will be made to the Proposer providing the most responsive, responsible offer that provides the best overall value and a fair and reasonable price (as determined by the County), and is most advantageous to the County.

The County will further take into consideration soundness, flexibility, functional capability, quality of performance, service, and time specified for performance of the contract; ability to provide support, overall price, and Proposer's references, and any other factors that may impact the project.

The County reserves the right to reject all proposals or accept such proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the proposal.

2. MINIMUM GENERAL EVALUATION CRITERIA

The evaluation factors to be considered in the evaluation of proposals are listed below:

- A. Demonstration of the firm's prior experience in providing consulting services and its familiarity with FEMA and other federal programs. 0 – 40 Points
- B. Proposed Strategy of the firm in representing the County in responding to the FEMA Major Disaster 4241 event. 0 – 25 Points
- C. Firm's capacity to address the County's scope of work. 0 – 20 Points
- D. Capability and qualification of the proposed personnel. 0 – 15 Points

SECTION - C

GENERAL CONDITIONS

Located on Richland County Procurement Web Site
[http://www.richlandonline.com/Government/Departments/
BusinessOperations/Procurement.aspx](http://www.richlandonline.com/Government/Departments/BusinessOperations/Procurement.aspx)

Located in “Terms and Conditions”

SECTION - D

Proposal Schedule

The Proposer shall furnish items and services identified under description in accordance with Special Conditions/Provisions, requirements and all other terms and conditions as set forth elsewhere herein. By executing this document the Offeror is agreeing to and acknowledging the acceptances of the responsibility to provide all as specified; this page must be submitted with the Offer. The Offeror also understands by executing and dating this document proposed prices/costs shall hold firm for a period of not less than *three hundred, sixty-five (365)* calendar days after the date of the solicitation award.

Company name:	
Name of Agent (Print or Type):	
Title:	Date:
Signature of Agent:	
Telephone #	Fax #:
Federal Identification Number:	
Email address:	
Subscribed and sworn to me this day of	
my commission expires:	Title:

(Must be notarized by a Notary Public)

SEAL

SECTION - E

*STATEMENT OF ASSURANCE, COMPLIANCE &
NONCOLLUSION*

DRUG FREE WORKPLACE

NO RESPONSE FORM

Richland County, South Carolina

Statement of Assurance, Compliance and Non-collusion

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

- 1 The undersigned, as Vendor, certifies that every provision of this Submittal have been read and understood.
- 2 The Vendor hereby provides assurance that the firm represented in this Submittal:
 - (a) Shall comply with all requirements, stipulations, terms and conditions as stated in the Submittal/Submittal document; and
 - (b) Currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, etc. relating to this solicitation; and
 - (c) Is not guilty of collusion with other Vendors possibly interested in this Submittal in arriving at or determining prices and conditions to be submitted; and
 - (d) No person associated with Vendor's firm is an employee of Richland County. Should Vendor, or Vendor's firm have any currently existing agreements with the County, Vendor must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
 - (e) That such agent as indicated below, is officially authorized to represent the firm in whose name the Submittal is submitted.

Name of Firm:

Name of Agent:

Signature & Title:

Address:

City, State & Zip:

Telephone:

Fax:

e-mail:

Subscribed and sworn to me this _____ day of _____, 20_____.

(Title) My commission expires:

NOTARY SEAL

RICHLAND COUNTY GOVERNMENT
DRUG-FREE WORKPLACE CERTIFICATION

Company:

Project Number:

Project Name:

The undersigned hereby certifies that he/she understands and is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, Chapter 107.

Richland County Government (County) requires certification from participants in the Procurement process that it will comply with the statutory and administrative requirements in carrying out work or service or under contract. The certification is a requirement for Federal grant programs as described in Title 49, Code of Federal Regulations, Part 29.

Participants are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for these aspects of implementation, although it is not comprehensive, nor does it relieve the participants from fully complying with all applicable statutory and administrative standards.

1. A statement has been or will be published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.

Yes No N/A

2. An ongoing drug-free awareness program has been or will be established to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug

abuse violations occurring in the workplace.

Yes No N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above.

Yes No N/A

4. Employees have been or will be notified in the statement required by item 1 that, as a condition of employment the employee will:

a. Abide by the terms of the statement; and

b. 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.

Yes No N/A

5. The County will be notified in writing within five calendar days and the federal granting agency ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, (including position title of the employee) to the County and the federal granting agency. Notices shall include the project number of each affected grant.

Yes No N/A

6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

a. Take 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

b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

Yes No N/A

7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.

Yes No N/A

I have prepared documentation shown below or attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no

such workplaces that are not identified below or in the attachment.

I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

Location

Street Address:

City:

State and Zip code:

Name of Agent:

Signature of Agent:

Date:

Subscribed and sworn to me this _____ day of _____ 20____

Title:

My Commission expires:

NOTARY SEAL

No Response

If a "No Response" is to be submitted, please check the appropriate box(es) below and return this form, prior to the due date, to:

Richland County Government
Office of Procurement and Contracting
2020 Hampton St, Suite 3064 (Third Floor)
Columbia, SC 29204-1002

Cannot respond to this solicitation due to the following reason:

- Do not sell or provide the requested goods or services
 - Cannot comply with specifications/statement of work
 - Specifications/statement of work is unclear
 - Cannot meet delivery or period of performance
 - Delivery/period of performance is unreasonable
 - Cannot meet the bond requirements
 - Not enough time to prepare proposal
 - Plan to subcontract
 - Job is too large
 - Job is too small
 - Other (please specify) _____
- _____
- _____

Company: _____

Phone/Fax: _____

Company Rep.: _____

Signature: _____

SECTION – F

REQUIREMENTS

NATURE OF SERVICES REQUIRED

A. General

Richland County is soliciting proposals from professional consulting firms to provide consulting and representation services in support of the County's recovery from the FEMA Major Disaster 4241 and any subsequent declared disaster or associated service(s) during the contemplated contract term. The ideal Proposer shall possess demonstrated experience in disaster recovery programs and must have extensive knowledge and expertise in the operations of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program and hazard mitigation planning for municipal and governmental entities

B. Possible Contract Term

Any resulting Contract may be extended by the County; not to exceed seven (7) years. The initial agreement is contemplated as a five (5) year term with two (2) renewal terms of one (1) year each.

C. Specific Duties

The selected firm will be responsible for services including, but not limited to, Post Disaster Consulting and Engineering Services as described:

I. FEMA Public Assistance Advisory Services

Specific tasks include:

1. Develop a process/system to submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects associated with declared disasters.
2. Attend meetings with any State emergency entities and FEMA (Federal Emergency Management Agency) to address eligibility and process issues at the request of the County.
3. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Stafford Act, 2 CFR 200, and the Sandy Recovery Improvement Act.
4. Proactively identify and resolve issues that may arise related to the funding of work to be completed by the consultant or to be completed by the County.
5. Provide technical assistance as requested. Technical assistance may involve engineering and architectural support, among other types of assistance as required/requested by the County.
6. Provide support in completing an assessment of damage to public infrastructure components, transportation systems, and facilities as applicable.
7. Obtain, analyze and gather field documentation, including gathering of relevant records, in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records as applicable.
8. Review for clarity and completeness, as well as consistency and accuracy, data and supporting documentation related to reimbursement claims.
9. Evaluate and assist in the formulation of FEMA PA (Public Assistance) Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (DDD) and project(s) Scope of Work (SOW).
10. Assist in the development of hazard mitigation proposals under Section 406 of the Stafford Act.
11. Evaluate alternate and/or improved projects.
12. Review Project Worksheets to determine final eligible costs and third party refunds and reimbursement as applicable.
13. Reconcile eligible costs and prepare Project Worksheet versions, as applicable.
14. Prepare first and second appeals, as applicable.

II. HUD Community Development Block Group Disaster Recovery (CDBG-DR) Support Services

Specific tasks include:

1. Provide knowledge, experience and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under the Federal Register allocation of the CDBG-DR funds.
2. Assist with developing unmet needs assessments that identify type(s) and location(s) of the community's disaster recovery needs, especially in the three core aspects of recovery – housing, infrastructure, and the economy.
3. Provide technical assistance related to the determination of CDBG eligible activities and national objectives, particularly as they apply to disaster recovery.
4. Provide technical assistance as requested including HUD (Housing and Urban Development) level environmental reviews and clearance and other federal requirements such as procurement, federal labor standards, fair housing, accessibility, uniform administrative requirements, and monitoring and compliance.
5. Assist with the development and submission of HUD required Action Plan for Disaster Recovery, Action Plan Amendments, performance reporting, and grant closeout.
6. Assist with Project Management and Operations including the ability to develop policies and procedures for implementing all CDBG-DR funded programs and activities including contractor, subcontractor, and sub-recipient oversight and monitoring.
7. Assist with maintaining project files with supporting documentation for all CDBG-DR funded activities that meet HUDs regulatory requirements.
8. Provide assistant to the client on HUD's Disaster Recovery Grant Reporting (DRGR) data management system including Action Plan set-up and Quarterly Reporting.
9. Provide technical assistance related to HUD's requirements for housing programs including rehabilitation, reconstruction, acquisition, buyout, relocation, and rental assistance.
10. Provide technical assistance or cost reconciliation services related to HUD's requirements for infrastructure and public facilities including FEMA PA match programs.
11. Provide technical assistance on HUD's requirements for economic development activities.
12. Provide technical assistance on HUD's requirements for calculating duplication of benefits in compliance with the Stafford Act.
13. Provide technical assistance with any requirements of the Davis Bacon Act as applicable.

III. FEMA 404 and 406 Hazard Mitigation Expertise

Specific tasks include:

1. Assist in identifying, developing and evaluating opportunities for hazard mitigation programs to reduce or eliminate risk from future events.
2. Provide experienced hazard mitigation staff to identify and prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.
3. Provide post-award grant administration services and program management services for projects funded by HMGP, FMA, or PDM. This may include outreach, intake, documentation processing, construction inspection, and closeout.

IV. Financial and Grant Management Support

Specific tasks include:

1. Advise on FEMA's rules, practices and procedures and advise on how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
2. Provide general grant management advice.
3. Conduct pre-audit activities and prepare documentation for audit.
4. Meet as necessary with County/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet Federal and State regulations.
5. Prepare reports for the State and FEMA, as needed.
6. Provide oversight of contractors' billing to ensure that they invoice properly and are only compensated for work actually performed, and that all costs eligible for the disaster grant funding are documented and claimed.
7. Categorize, record, track and file costs in support of the financial reimbursement process.
8. Track Project Worksheet status and status of payment from the State and FEMA.

V. Information Technology, Data Management and Reporting Support

Specific tasks include:

1. Design and develop IT solutions that support the management and implementation of the disaster recovery programs.
2. Provide experience managing data for disaster recovery programs.
3. Provide expertise using systems to report information to assist in the management of the disaster recovery programs.
4. Provide expertise to analyze data and information for process improvement and optimization.

VI. Disaster Recovery Engineering Related Services Support

Specific tasks include:

1. Design Services to include the following activities:
 - a. Planning, procuring (2 CFR 200 compliant), and/or preparing necessary topographic surveys, environmental studies, and geotechnical investigations required for preliminary design considerations.
 - b. Prepare preliminary horizontal/vertical alignments based on aerial photography with LIDAR contour information.
 - c. Prepare proposed typical section.
 - d. Prepare site evaluation. (*Watershed data including drainage area, design flow, and hydraulic profiles will be provided by the County.*)
 - e. Prepare preliminary project construction cost estimate.
 - f. At the County's request, prepare conceptual repair estimates that may assist with FEMA funding obligation. Such estimates may include the cost to implement an exact replacement, repair versus replace comparisons, etc.
2. Topographic survey to include the following activities:
 - a. Provide necessary field investigations and surveys to produce engineering construction plans. For bridge projects, topographic surveys shall extend approximately 500 feet each side of bridge.
3. ROW (Right of Way) Mapping to include the following activities:
 - a. Field boundary survey of existing property lines within the corridor of the project.

- b. Prepare ROW Maps (Abstracts to be provided by Owner).
4. Engineering Design to include the following activities:
 - a. Prepare Preliminary and Final construction plans, hold a Plan-in-Hand with utility owners affected, and provide final cost estimates.
 5. Construction to include the following activities:
 - a. Assist the administrative consultant with the construction bid package in conformance with 2 CFR 200 federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
 - b. Respond to Request(s) for Information on an as-needed basis.

VII. Disaster Debris Monitoring Services

Specific services may include:

1. Coordinating daily briefings, work progress, staffing, and other key items with the County.
2. Hiring, training, scheduling, and managing field monitoring staff.
3. Monitoring and documenting debris removal operations ADMS (Advanced Disaster Management Simulator) technology.
4. Assisting the County with responding to public concerns and comments.
5. Certifying contractor equipment for debris removal using methodology and documentation practices appropriate for contract monitoring.
6. Digitization of source documentation (such as monitor logs, scale tickets, etc.).
7. Furnishing and operating an automated/electronic (paperless) debris tracking system.
8. Comprehensive review of project documentation and data for quality control.
9. Developing daily operational reports to keep the County informed of work progress.
10. Development of maps, GIS applications, etc. as necessary.
11. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
12. Provide documentation for project worksheets and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.
13. Maintain a safe working environment including developing and implementing a health and safety plan for debris monitoring operations.
14. Providing staff and equipment to support the County in various functional areas as required following an emergency event.
15. Debris management planning services including the development of a debris management plan, debris management site identification and review, or staff training.
16. The selected firm will be expected to provide disaster debris monitoring services utilizing automated debris management system (ADMS - Advanced Disaster Management Simulator) technology. Debris monitoring may include debris generated from the public rights-of-way, private property, drainage areas, waterways, and other public, eligible, or designated areas.

VIII. Emergency Management Support Services

Specific tasks may include:

1. Emergency management plans and documents to include COOP/COG (Continuity of Operations and Continuity of Government), Debris Management Plans, EOPs, evacuation and sheltering plans, mass care, or other related plans.

2. Testing, training, drills, and exercises (tabletop, functional or full-scale) support including exercise development (HSEEP {Homeland Security Exercise and Evaluation Program} compliance), after action reporting, and facilitation.
3. Hazard mitigation planning activities including Hazard Mitigation Plan updates and Community Rating System (CRS) technical assistance.
4. Providing staff to support the County in various functional areas as required following an emergency event.

IV. Other tasks as determined by the County to be imperative depending on the type of disaster declared by: the County, the State of South Carolina, the United States Federal Government or FEMA (the Federal Emergency Management Agency).

PROPOSAL REQUIREMENTS

The following material is required to be received by **November 16, 2015 at 3:00 PM, local time**, for a proposing firm to be considered:

The Proposal shall include:

Title Page: Title page showing the RFP number; the firm's name; name, address, email and telephone number of the contact person; and the proposal date.

Statement of Qualifications: A signed letter of transmittal which includes:

1. A description of the firm, the size of its staff, staff's qualifications and the experience of the staff. Resumes -- not to exceed three (3) pages per person --of the proposed personnel should be included.
2. The firm's past experience in providing such services for companies or local governments. The project references should include client contact information.
3. The firm's proposed strategy to assist Richland County to maximize Public Assistance and other funding available to it as a result of the FEMA Major Disaster 4241 event.
5. Please submit **five (5)** copies of your Proposal – one (1) marked **"Original"** and four (4) marked **"Copy"**. Also submit your Proposal on a thumb drive or CD (marked **"RC-651-P-2016".**) Proposers must submit one exact electronic copy of the original proposal on a compact disc (CD) or a USB flash drive. Proposers may also submit a redacted electronic copy – clearly marked **"REDACTED"** if Proposer deems any portions of their proposal to be "confidential".
6. Completed **Hourly Labor Rates and Reimbursable Project Expenses Form – Attachment "A"** as included with this RFP.
NOTE**Cost is not part of the evaluation criteria. However, please submit in a **Separate Sealed Envelope**, clearly marked **"Attachment A – RC-651-P-2016"**. **Please submit five (5) copies of Attachment "A" as well as one electronic copy.**

SELECTION OF FIRM

The County will select a firm based on an evaluation of the proposals. The firm shall be evaluated based on the following criteria:

- E. Demonstration of the firm's prior experience in providing consulting services and its familiarity with FEMA and other federal programs. 0 – 40 Points
- F. Proposed Strategy of the firm in representing the County in responding to the FEMA Major Disaster 4241 event. 0 – 25 Points
- G. Firm's capacity to address the County's scope of work. 0 – 20 Points
- H. Capability and qualification of the proposed personnel. 0 – 15 Points

The County will enter into negotiations with the firm deemed as the highest ranked proposer by the evaluation team. Should the County be unable to negotiate and execute a contract with the highest ranked firm, negotiations shall immediately commence with the second-highest ranked firm.

ATTACHMENT A:

Attachments

Hourly Labor Rates and Reimbursable Project Expenses

POSITIONS	HOURLY RATES
Project Executive	\$ _____
Subject Matter Expert	\$ _____
Project Manager	\$ _____
Accountant	\$ _____
Closeout Specialist	\$ _____
Grant Manager	\$ _____
Analyst	\$ _____
Senior Grant Manager	\$ _____
Engineer I (Junior)	\$ _____
Engineer II (Mid)	\$ _____
Engineer III (Senior)	\$ _____
Surveyor	\$ _____
Debris Project Manager	\$ _____
Debris Operations Manager	\$ _____
Debris Monitor	\$ _____
Debris Supervisor	\$ _____
Scheduler	\$ _____
Emergency Management Consultant	\$ _____
Senior Emergency Management Consultant	\$ _____
Executive Emergency Management Consultant	\$ _____
Other: _____	\$ _____

Non-labor expenses shall be invoiced to the County in the following manner:

- 1) Travel expenses including airfare and car rental shall be invoiced at cost, without mark-up and with approved documentation;
- 2) Lodging shall be invoiced up to the per diem rate according to the GSA rates established at www.gsa.gov;
- 3) Meals and incidentals shall be invoiced at the GSA per diem rate (no receipts are required);
- 4) Mileage shall be invoiced at the federally published rate;
- 5) Field documents and other equipment/supplies shall be invoiced at cost only; no markup allowed and with approved documentation, and
- 6) Other required non-labor expenses as may be applicable to the project and pre-approved by the County shall be invoiced at cost only; no markup allowed and with approved documentation.

CFR 200 Compliance Language

1. **Subcontractors** – If subcontractors are to be included in the proposal, all terms and conditions must be disclosed including method and reason for selection, subcontractor compensation, and subcontractor billing rate. At the County’s request, provide all internal sub-contractor documentation for federal reimbursement review.
2. **Procurements** – While assisting the County with project procurements or in the event the vendor must procure additional resources post-contract award, the awarded Proposer will strictly adhere to 2 CFR 200 procurement rules. This includes adhering to the strictest provisions of Federal, State, and Local procurement Rules, Regulations and/or Ordinances, etc.

3. **Vendor Billing** – The winning vendor will be engaged in direct project work, therefore, indirect billing is not anticipated and must be pre-approved by the County. All direct project costs will concisely billed to specific project codes established by the County. Vendor invoices will categorized by: project code and must include:

- Name,
- Position
- Billing rate
- Total hours, and
- Costs

Invoices must include specific project time and expense backup to include concise employee comments of tasks accomplished which must be appropriate to the position and billing rate.

All inclusive – The above 2 CFR 200 requirements have been identified as being the most relevant provisions which will affect the County and vendor while executing the project. However, the vendor is responsible for compiling with 2 CFR 200 in its entirety throughout the project lifecycle.

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Section – G

SOLICITATION OFFER & AWARD

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RICHLAND COUNTY GOVERNMENT COLUMBIA SOUTH CAROLINA 29224-1002

SOLICITATIONS, OFFERS AND AWARDS

(SUPPLIES, GOODS, EQUIPMENT, SERVICES)

*******SOLICITATION INFORMATION*******

1. SOLICITATION: # RC-651-P-2016	4. Description: Consulting & Representation Services-Disaster Rec
2. ISSUE DATE: 10-29-2015	6. Pre-Solicitations Conference: None
3. CONTACT INFORMATION SHOWN BELOW	Time: n/a
PROCUREMENT AGENT: Cheryl Patrick, CPPB	Day: n/a
Fax (803) 576-2133	Date: n/a
Email: patrickc@rcgov.us	
5. SUBMIT SOLICITATIONS TO: RICHLAND COUNTY GOVERNMENT OFFICE OF PROCUREMENT AND CONTRACTING 2020 HAMPTON STREET SUITE 3064 (Third Floor) COLUMBIA SOUTH CAROLINA 29204-1002	Location: n/a

6a. Submission Deadline: Day: **Monday** Date: **November 16, 2015** Time: **3:00pm Local Time**

7. Submit Sealed Solicitations: One (1) Original – Four (4) Copies and at least one electronic of the original by: Compact Disc (CD) or Flash Memory Data Storage Device (Flash Drive).
Additionally: Five (5) hard copies of "Attachment A – RC-651-2016" in a Separate Sealed Envelope.

8. Firm Offer Period: Three hundred sixty-five (365) calendar days

9. This solicitation consists of Section "A" through Section "G" to include all addendum's

OFFEROR BUSINESS CLASSIFICATION (TO BE COMPLETED BY OFFEROR)

10. Check Appropriate Boxes

Partnership Individual Corporation Sole Proprietorship

Trading under Trade Name of:

<input type="checkbox"/> African-American Female (AAF)	<input type="checkbox"/> Hispanic Female (HF)	<input type="checkbox"/> White Female (WF)
<input type="checkbox"/> African-American Male (AAM)	<input type="checkbox"/> Hispanic Male (HM)	<input type="checkbox"/> Other:
<input type="checkbox"/> Asian Female (AF)	<input type="checkbox"/> Native American Female (NAF)	
<input type="checkbox"/> Asian Male (AM)	<input type="checkbox"/> Native American Male (NAM)	

11. All deliveries must be FOB Destination and Payment Terms will be a minimum of Net 30

12. OFFER: In compliance with above, the undersigned agrees, if this Solicitation is accepted within the period specified in above, to furnish any or all requested in this solicitation as and specified.

13. Name and address of Entity (Type or print): e-mail: Telephone #: Fax #: Federal Identification #:	14. Name & Title of Agent Authorized to sign the Solicitations. (Type or Print):
	15. Signature of Agent & Date
	16. Subscribed and sworn to me
	This day of My commission expires: (Title) (Must be notarized by a Notary Public)

SEAL

AWARD (TO BE COMPLETED BY RICHLAND COUNTY GOVERNMENT)

17. Approval Date:	18. Award:	19. Contract #:
20. Contracting Officer: Cheryl D. Patrick, CPPB	21. Signature:	22. Award Date:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. 045-15HR

AN EMERGENCY ORDINANCE IN RESPONSE TO CATASTROPHIC FLOODING
IN RICHLAND COUNTY

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I.

WHEREAS, Richland County Code of Ordinances; Chapter 2, Administration, Article II, County Council, Division 2, Ordinances, Section 2-31 provides:

- (a) An emergency ordinance may be enacted only to meet public emergencies affecting life, health, safety, or the property of the people. Such an ordinance may not levy taxes, grant, renew or extend a franchise nor may it impose or change a service rate.
- (b) Each emergency ordinance shall contain a declaration that an emergency exists, defining the emergency, and shall be entitled an "Emergency Ordinance."
- (c) Emergency ordinances require no readings or prior publications before adoption by county council.
- (d) Emergency ordinances require a two-thirds (2/3) affirmative vote of members present for adoption.
- (e) An emergency ordinance is effective immediately on the date of adoption and shall expire automatically on the sixty-first day following the date of enactment.
- (f) The clerk of council shall be responsible for indexing and providing for compilation of the emergency ordinance adopted and shall, with the county attorney's assistance, cause a copy of the emergency ordinance to be filed in the office of the clerk of court; and

WHEREAS, pursuant to Richland County Code of Ordinances; Chapter 2, Administration, Article V, County Departments, Division 5, Public Safety, Section 2-228, the Chairman of the Richland County Council issued an **EMERGENCY DISASTER DECLARATION** effective from 7:00 A.M. on October 4, 2015, and continuing until a date and time to be determined in response to excessive rainfall and flooding throughout Richland County; and

WHEREAS, this disaster endangers lives and property in Richland County due to the potential for flash flooding, long term flooding, downed trees and power lines and other emergency situations; and

WHEREAS, actions which may be taken during this DECLARATION include: directing an evacuation of affected areas, implementing Emergency Shelter Activation, requesting assistance from the State Emergency Management Division and the implementation of Emergency Procurement policies to purchase necessary equipment and supplies to deal with this emergency;

NOW, THEREFORE, COUNTY COUNCIL hereby enacts this EMERGENCY ORDINANCE effective immediately and expiring automatically on the sixty-first day following the date of enactment, said EMERGENCY ORDINANCE to include and authorize the following:

1. The County Administrator is hereby authorized to engage the services of Ash Britt Environmental to assist with and to carry out disaster relief, mitigation and recovery efforts in Richland County.
2. The County Administrator is hereby authorized to engage the services of emergency and disaster response monitors to ensure that the emergency response providers retained by the County comply with all requirements for such activities.
3. In carrying out these emergency activities, the County Administrator is hereby authorized to use County funding sources to include County reserve funds in an amount up to One Million Five Hundred Thousand and 00/100s (\$1,500,000.00).

4. The County Administrator is hereby authorized to seek whatever federal, state or other reimbursements may be available to counties in emergency or disaster situations.

SECTION II. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be effective from and after October 6, 2015.


RICHLAND COUNTY COUNCIL

BY: 
Torrey Rush, Chair

ATTEST THIS THE 6th DAY

OF October, 2015


Monique McDaniel
Clerk of Council


Richland County Attorney's Office
Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

Richland County Council Request of Action

Subject:

Richland County Sheriff's Department Victims of Crime Act Special Solicitation Grant; Equipment Only;
20% match

Richland County Council Request of Action

Subject: Richland County Sheriff's Department Victims of Crime Act Special Solicitation Grant; Equipment Only; 20% match

A. Purpose

County Council is requested to approve a Victims of Crime Act-Special Solicitation grant to fund equipment, training costs and supplies for the Richland County Sheriff's Department Victim Services Unit. This grant was not included in Sheriff's grant budget request for 2016.

B. Background / Discussion

The Richland County Sheriff's Department (RCSD) has applied for grant funds for the Victims of Crime Act - Special Solicitation. This grant will fund various equipment purchases, training costs and supplies purchases used to provide direct services to crime victims in Richland County. The grant requires a 20% grant match.

As a reminder, RCSD did not receive full awards for several grants approved during the budget process and the match amount requested here could be available from those requests.

If awarded, the grant will begin on January 1, 2016 and end on September 30, 2016.

C. Legislative / Chronological History

- o On October 27, 2015, the Sheriff's Department applied for grant funding for equipment and supplies for victims of crime through the Victims of Crime Act- Special Solicitation. This opportunity was not available when the original grant budget request was prepared.

D. Financial Impact

Equipment/Training/Supplies (Grantor-80%)	\$57,920
County Match (20%)	\$14,480
Total	\$72,400

Any future cost for maintaining the items purchased through this grant will be covered by the Richland County Sheriff's Department.

E. Alternatives

1. Approve the request to accept the Victims of Crime Act-Special Solicitation grant, if awarded, to fund equipment, training costs and supplies for the Richland County Sheriff's Department Victim Services Unit to further support citizens, specifically victims of crime. The total amount of grant funding applied for is \$72,400, which includes a 20% grant match of \$14,480.
2. Do not approve the request to accept the Victims of Crime Act-Special Solicitation grant, if awarded, for equipment, training and supplies for the Victim Services Unit and victims of crime in Richland County.

F. Recommendation

State which alternative you recommend. Be sure to include your name, department, and date. For example:

It is recommended that Council approve the request to fund the grant to provide equipment, training and supplies for the Victim Services Unit. This request will improve direct services to crime victims in Richland County.

Recommended by: Chris Cowan
Department: Sheriff's Department
Date: November 2, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Finance

Reviewed by: Daniel Driggers Date: 11/18/15
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Recommendation is based on grant award with County match of \$14,480.

Grants

Reviewed by: Brandon Madden Date: 11/18/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Funding decision that is at the discretion of Council.

Procurement

Reviewed by: Cheryl Patrick Date: 11/20/15
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:
Policy decision at Council's discretion as to whether to fund the grant's match amount of \$14,480.00. However, the RCSD must be aware of the grant's provisions regarding procurements and coordinate accordingly with Procurement as necessary. Procurement has spoken with the RCSD. Procurement and RCSD will work together to make sure that provisions and guidelines are followed because the grant procurement guidelines are stricter than the County's.

Legal

Reviewed by: Elizabeth McLean Date: 11/18/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Policy decision to Council's discretion; however, the Sheriff's Department, the Finance Department and the Procurement Department have

many responsibilities that they need to be aware of as a part of the Grant Terms and Conditions.

Administration

Reviewed by: Warren Harley

Date: 11/19/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**STATE OF SOUTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
VICTIMS OF CRIME ACT GRANT APPLICATION**

Grant #

App #

To Be Completed by Project Director

Section 1

County Name: ▼

Other county/counties this project will serve:

Section 2

Grant Period:

Begin:

End:

Section 3

Project Title:

Section 4

Project Summary (max. 300 characters):

Section 5

Type of Application

a. ▼

b. Year of Funds : ▼

Other:(Specify)

c. ▼

Section 6

a. Organization Type : ▼

Other:(Specify)

b. U. S. Congressional District

Section 7

Agency DUNS number*:
(fedgov.dnb.com/webform)

Has your agency registered with Central Contractor Registration (CCR)?* **Yes**
(www.sam.gov)

For **Central Contractor Registration (CCR) handbook** click here.

* This data is not required to submit this application but will become necessary for federal reporting requirements if this project is awarded.

FEIN:

Agency Name

Address

City

State

(Please use the Name/Address above instead of this field)
 Name and Address of Implementing Agency

10 Digit Zip

(Area) Phone #:

(Area) Fax #:

COMPLETE PAGES 2&3 BEFORE COMPLETING THIS SECTION

Section 8

BUDGET

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Contractual Services	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Travel	<input type="text" value="\$4,000"/>	<input type="text" value="\$1,000"/>	<input type="text" value="\$5,000"/>
Equipment	<input type="text" value="\$44,800"/>	<input type="text" value="\$11,200"/>	<input type="text" value="\$56,000"/>
Renovation/Construction	N/A	N/A	N/A
Other	<input type="text" value="\$9,120"/>	<input type="text" value="\$2,280"/>	<input type="text" value="\$11,400"/>
TOTAL:	<input type="text" value="\$57,920"/>	<input type="text" value="\$14,480"/>	<input type="text" value="\$72,400"/>
b. PERCENTAGE	80%	20%	100%

Section 9

APPROPRIATION OF NON-GRANTOR MATCHING FUNDS

Other (Explain):

**MATCHING FUNDS
CATEGORIES**

GRANTOR CASH IN-KIND TOTAL

PERSONNEL

SALARIES

Position Title

% of Time
On Project

Quantity

			\$0	\$0	\$0	\$0
TOTAL SALARIES:			\$0	\$0	\$0	\$0

EMPLOYER CONTRIBUTIONS (Fringe Benefits)

Social Security & Medicare (FICA)	\$0	\$0	\$0	\$0
Retirement	\$0	\$0	\$0	\$0
Worker's Compensation Insurance	\$0	\$0	\$0	\$0
Unemployment Insurance (on first \$7,000 only)	\$0	\$0	\$0	\$0
Health Insurance	\$0	\$0	\$0	\$0
Dental Insurance	\$0	\$0	\$0	\$0
Pre-Retirement Death Benefit	\$0	\$0	\$0	\$0
Accident Death Benefit (Police Officers)	\$0	\$0	\$0	\$0
Other Employer Contributions (Itemize)	\$0	\$0	\$0	\$0
TOTAL EMPLOYER CONTRIBUTIONS:	\$0	\$0	\$0	\$0
TOTAL PERSONNEL:	\$0	\$0	\$0	\$0

CONTRACTUAL SERVICES:

(Itemize - DO NOT include professional fees for doctors, psychologists, etc.)

	\$0	\$0	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0

TRAVEL:

(Itemize-include mileage, airline cost, lodging, per diem, parking, car rental)

Per Diem; Lodging; Transportation (air/ground)	\$4,000	\$1,000	\$0	\$5,000
TOTAL TRAVEL:	\$4,000	\$1,000	\$0	\$5,000

MATCHING FUNDS

CATEGORIES

GRANTOR CASH

IN-KIND

TOTAL

EQUIPMENT (\$1,000 or more per Unit):

(Itemize - DO NOT USE BRAND NAME.- Also, DO NOT include leased or rented items)

ITEM	QUANTITY				
Vehicle	1	\$20,800	\$5,200	\$0	\$26,000
Modular Work Stations	8	\$24,000	\$6,000	\$0	\$30,000
TOTAL EQUIPMENT:		\$44,800	\$11,200	\$0	\$56,000

RENOVATIONS/CONSTRUCTION: (Describe)

TOTAL RENOVATIONS/CONSTRUCTIONS: N/A N/A N/A N/A

Other (Itemize)

Tablets and accessories (8)	\$5,120	\$1,280	\$0	\$6,400	
Emergency Clothing/Supplies	\$2,000	\$500	\$0	\$2,500	
Training Registrations	\$2,000	\$500	\$0	\$2,500	
TOTAL OTHER:		\$9,120	\$2,280	\$0	\$11,400

BUDGET NARRATIVE

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

Equipment:

Vehicle: Appropriate vehicle to be assigned to new Law Enforcement Victim Advocate (funded by VOCA October 2015). Vehicle will be used 100% in direct service to victims of crime. Activities include home visits to victims for follow up; hospital or crime scene call outs and court appearances.

Modular Furniture: Cubicle style modular furniture workstations (8) to be provided to Richland County Victim Services Unit to replace worn and aged units. Will be used for everyday duties in service to crime victims.

Travel:

Lodging, transportation (air and ground) and per diem to be used to send Victim Advocates to relevant advanced training

Other:

Tablets and accessories (8): Tablets to be issued to Victim Advocates for use during field work. Will be used to provide easy electronic access to forms for victim signature. Accessories include appropriate cases and stylus.

Emergency Clothing/Supplies/Food: Funds will be accessed as needed to provide emergency clothing, food and toiletry items to crime victims.

Training Registration: fees to attended relevant advanced training on Victim Advocacy

BUDGET NARRATIVE (Continued)

GRANT NO.

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.

We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

Stephen Fulmer, Manager
Accounting - Grants
S.C. Department of Public Safety
P.O. Box 1993
Blythewood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. *Audit Period: Beginning Ending

2. Audit will be submitted to Accounting - Grants by:

(Date)

NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, no later than the ninth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite **specifically** that the audit was done in accordance with OMB Circular A-128 or OMB A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

PROGRAM NARRATIVE

1. ORGANIZATION DESCRIPTION: Describe your organizational activities. A copy of your organizational chart, organizational structure, agency/program brochure, relevant job descriptions, etc. must be submitted. All organizations must justify and document how they currently/or plan to provide effective services to victims. For an existing program, describe your past success with victims. If your organization is new, provide information that your organization is structured and well organized in both fiscal and programmatic areas.

TYPE OF IMPLEMENTING AGENCY: ▼

County/Countries Implementing Agency Serves:

County/Countries this Project will Serve:

Richland County covers 756 square miles with 481.48 persons per square mile, and according to the US Census Bureau, 2011 Census estimate, has 389,116 residents. This is a 13.5% increase in population since 2000. The primary activity of the Richland County Sheriff's Department is to enforce state laws and prevent and reduce crime in our area. Our mission is to improve the quality of life of the citizens of Richland County by maintaining a high standard of professional accountability, reducing the fear of crime and reducing the fear of retaliation from those persons who constitute the criminal element within the county. Establishing community policing strategies that involve citizens, businesses, neighborhood organizations, schools, and churches aids us in accomplishing this goal.

Leon Lott is the head of the agency and serves as Sheriff. Deputy Chiefs David Wilson and Wash James oversees the day-to-day operations of the Sheriff's Department. Deputy Chief Steve Birnie develops fiscal policy and prepares the Department's annual budget. RCSD consists of a Uniform Division that covers 7 regions of the county. Each region is equipped with an office for visibility and easier contact with community members. Deputy Chief of the Uniform Division is Wash James. Divisions under Chief James's command are all area Regions, Special Services, Community Services and Special Operations. Deputy Chief of the Criminal Investigations Division is David Wilson. The divisions under his command are Narcotics, Major Crimes, Burglary, Larceny, Forensics, Chemist and Victims Assistance. The Special Projects Manager is Deputy Chief Dan Lane and the divisions under his command are Computer Analyst, GIS/Crime Analyst, Communications Specialist and Fleet Maintenance Specialist. The Professional Standards Deputy Chief is Sam Berkheimer. The Director of Training is Major Jim Stewart and he oversees all training and hiring.

Currently, the Victims Services Unit provides numerous services to victims. Victims are informed of their rights both verbally and in writing. Victim Advocates within the Sheriff's Department contact victims, families of victims, do follow up on cases, attend court, and make referrals to other agencies to help victims receive proper compensation. The RCSD is dedicated to the principle that all persons in Richland County will be provided equal protection under the laws of this state and federal government as well as any ordinances set forth by the Richland County Council. It is the goal of our department to treat all victims of crime with compassion and respect, ensuring that their dignity is maintained and to promote healing of the suffering they may have endured. No victim of crime will be turned away for any reason or discriminated against based on sex, race, religion, social or economic status, sexual orientation, age or mental or physical disability. During the two years of the project, a qualified Law Enforcement Victim Advocate was hired and a vehicle was purchased using grant funds. Since the beginning of the project, the Advocate has served 920 victims.

Sheriff Lott has initiated and maintained several programs to better serve victims of crime; the Child and Elder Abuse Unit was formed with two investigators assigned exclusively to handle child and elder abuse cases, and the Sexual Assault Unit was formed to concentrate exclusively on adult sexual assault cases. Through grant funding, a crime victim ineligible to receive compensation can receive counseling sessions in order to improve their mental, physical, and spiritual well being. Additionally, the Victims Services Unit relocated their office away from the Sheriff's Department's Headquarters. This has enabled victims of crime more privacy and reduced the chance that they will run into the perpetrator of the crime when coming to see a Victim Advocate. Past grant programs have allowed the Sheriff's Department to hire a specially trained victim advocate who also speaks Spanish as their first language in an effort to improve the level of trust between the Hispanic community and the RCSD, increase reporting of crime, and provide the necessary services to the victims and their families in an immediate and efficient manner. . A Law Enforcement Victim Advocate was added through the VOCA program and recently completed the final year of funding. The LEVA served over 800 crime victims a year. In fact, the caseload was so heavy that

VOCA funding was received to further expand the number of Victim Advocates in order to enhance service to victims of crime in Richland County. That project was so successful that a new LEVA was added through VOCA funds in October 2015 In order to further reduce caseioads.

PROGRAM NARRATIVE

II. INTERAGENCY COORDINATION: Outline exactly how your agency promotes interagency coordination in public or private efforts to aid victims of crime. Document your involvement in victims of crime organizations, task forces, coordinating groups, etc. Also, define any procedures your organization has implemented or plans to assist victims seeking assistance through the victim's compensation fund and other related organizations or victim services. If your project is funded, you will be required to submit a Memorandum of Agreement. This document must be customized for your region and signed by all agencies listed on this page.

The Richland County Sheriff's Department currently works with the state Law Enforcement Victim Advocates' Association, National Center for Missing and Exploited Children, South Carolina Victim Assistance Network, State Office of Victim Assistance, Sistercare, FBI Victim Advocates, Department of Social Services, Department of Special Needs and Disabilities, Richland County School Districts, Columbia Area Mental Health, and various ethnic advocacy groups throughout the Midlands area. Meetings are both regularly scheduled and as needed. Involvement with other agencies and the extent of that involvement is client driven.

We are currently actively involved in an initiative to improve relationships and information sharing between law enforcement victim advocates and advocates who work for non-profit agencies. Hosted by the FBI, we meet monthly. This radical approach will greatly improve the flow of information that will assist in providing better services for our victims and their families.

Positive results have already been evident. Our agency, through this workgroup, has been able to provide input into the upcoming Victim Advocate Academy. This academy will standardize our initial training and promote cooperation in a statewide initiative.

Our Department also has an ongoing work group targeting the needs of victims of crime who are gay, lesbian, bisexual or transgendered. This workgroup, comprised of deputies and member of the GLBT community, meets monthly. The department also meets monthly with GLBT organizations involved in establishing trust and providing counseling for victims and their families. The GLBT community crosses all cultural, racial, ethnic and socio-economic boundaries.

The Richland County Sheriff's Department is actively involved in interagency coordination with both public and private sector organizations to aid the victims of crime. Our Victim Advocates are members of the Law Enforcement Victim Advocate Association. They meet on a regular basis with the Neighbors Who Care, Sistercare, Sexual Trauma Services of the Midlands, Missing and Exploited Children Comprehension Action Program (all Richland County agencies involved with children's services), and private therapists for enhancement of services provided to victims. The Advocates also make referrals to the appropriate agencies based on the need of the victim.

The Richland County Sheriff's Department (RCSD) assists victims with the Victim's Compensation Fund by first determining if a victim is qualified for assistance based on the requirements of the application. If the victim is deemed qualified, RCSD prepares the application, gets the victim to sign, adds data such as incident reports or any other pertinent documents for attachment and then forwards the papers through the Victim Advocate to the South Carolina Office of Victim's Assistance (SOVA). The Department also prepares the application to SCVAN for victims who are in need of emergency funds for such items as shelter, food or clean up of after a homicide

PROGRAM NARRATIVE

III. VOLUNTEER COORDINATION: Outline your volunteer program, including any activities and illustrations on how the volunteer program is organized and coordinated. List the number of volunteers and how the volunteers are trained, including future plans. Attach any policies for volunteers at the end of this proposal. Even if volunteer hours are not being used as match, documentation of volunteer hours is required under the VOCA guidelines.

Indicate the number of active volunteers who will participate with this project.

As part of the grant objectives, Richland County Victim Services will hold the responsibility for training and recruiting volunteers for this program. The volunteers receive no monetary compensation for the work they perform. They handle general clerical duties, and are familiar with the operating procedures of the Victims Services Unit. The volunteers sign-in, and log their hours of volunteer time.

Problem Statement
Richland County Sheriff's Department
Victim Advocacy

The Richland County Sheriff's Department is the lead law enforcement agency for the county of Richland. Richland County covers 756 square miles, both urban and suburban, and is home to 384,507 residents (2013 U.S. Census estimate)

Richland County ranks high statewide for overall crime and in 2013 (FBI, Crime in the United States) the number of violent crimes reported by the Richland County Sheriff's Department led the state in several categories. The state overall violent crime rate was 59.59 crimes per 10,000 people and Richland County had a rate of 91.6. Since 2006, there has been a 17.3 % increase in violent crimes and 9.6% increase in the number of property crimes reported to the Richland County Sheriff's Department. Of particular note is the rise in crimes against persons, particularly Sexual Assault, which has been steadily increasing over the past three years. These offenses require a well-coordinated response from not only investigative resources, but from a victim advocacy standpoint as well. Data provided by the Richland County Sheriff's Department Crime Analysis Section.

Burglary

2012: 2058

2013: 2013

2014: 1394

Armed Robbery

2012: 357

2013: 256

2014: 262

Aggravated Assault

2012: 1530

2013: 1398

2014: 1345

Sexual Assault:

2012: 219

2013: 238

2014: 240

Homicide:

2012: 16

2013: 17

2014: 21

The eight (8) sworn law enforcement victim advocates assigned to the Richland County Sheriff's Department provide a range of services to victims of violent crimes in Richland County. The services include, providing emotional and moral support, identify and inform victims of their rights under the law, conducting on the scene crisis intervention, act as a liaison between victim, police officers, investigators, and community-based agencies, provide applications and information to victims concerning South Carolina Crime Victims' Compensation; explain purpose, procedures, and policies, and assist in completion of forms and help prepare victims for court and provide court advocacy and accompaniment. This is not an exhaustive list of the services provided. Because of the high number of crimes reported to the Richland County Sheriff's Department, the communication with victims can sometimes be limited to telephone conversations. There is a need to have more person to person contact with the victims of crime in order to help victims with acquiring needed services. In 2015, VOCA funds awarded Richland County Sheriff's Department funds to add an additional Victim Advocate. This new position will allow Victim Services personnel to have lower caseloads and provide enhanced services to victims. Before the addition of this position, the average number of victims served per year by each Advocate was close to 1,000. The Advocates provide a variety of services,

including follow-up contact after the offense occurred, both by telephone and in-person. The Victim Advocate also provided criminal justice advocacy by accompanying victims to court when needed and assisting with filing of Victim Compensation Claims.

Advocates must be provided with essential equipment and training in order to properly serve crime victims. A reliable vehicle is essential to Law Enforcement Victim Advocates. The Advocate must be able to respond quickly to crime scenes, the hospital or court in service to victims. The Advocate awarded in October 2015 was not provided with a grant funded vehicle due to grant restrictions at the time of application. A vehicle to be assigned to this advocate is requested as part of this application.

Advanced training is critical to victim advocates providing proper services to crime victims. As county budgets have tightened in recent years, training costs have been among the first cut. Funds are requested to send Victim Services personnel to advanced training in subject including criminal domestic violence, sexual assault and providing service to families of homicide victims.

Tablets and needed accessories will be purchased and provided to all victim advocates. These will be used to allow victims to read and sign forms more efficiently and advocates can easily transport these for work in the field.

Modular desk furniture will be purchased through SC Prison Industries to provide new modular desk furniture to the victim advocates at Richland County. These will replace current units that are 15 years old and in disrepair. Advocates serve many victims in the office setting as well as performing regular office tasks and an appropriate work space is needed.

Funds are requested to be used to provide victims of crime with emergency food, clothing and toiletry supplies are required. Victims are often required to leave their homes in a fast and urgent fashion and often have nothing to survive on. These emergency funds will allow for basic clothing, food and toiletry items on an as needed basis.

PROGRAM NARRATIVE

V. VOCA GRANT STATISTICS:

A. THESE VOCA FUNDS WILL BE USED TO:

- Expand Services into a new geographic area
 Offer new types of services
 Serve additional victim populations
 Continue existing services to crime victims
 Other

Other:(Specify)

B. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT:

- Crisis Counseling
 Information and Referral
 Follow-up Contact
 Criminal Justice Support/Advocacy
 Therapy
 Emergency Financial Assistance
 Group Treatment
 Emergency Legal Advocacy
 Crisis Hotline
 Assistance in Filing Compensation Claims
 Shelter/Safe House
 Personal Advocacy
 Other:(Specify)

PROGRAM AREA: Check the program area under which your organization is applying for funds.

PLEASE CHECK ONLY THE ONE THAT BEST DESCRIBES THIS GRANT'S PURPOSE.

- Sexual Assault
 Domestic Violence
 Child Victims
 Previously Underserved Victims of Violent Crime
 Other Violent and Serious Crime/Comprehensive Multiple Services

D. IDENTIFY THE VICTIMS TO BE SERVED BY THE TYPE OF VICTIMIZATION THROUGH THIS VOCA FUNDED PROJECT.

- Child Victims of Physical Abuse
 Child Victims of Sexual Abuse
 Victims of DUI/DWI
 Victims of Domestic Violence
 Adult Victims of Sexual Assault

Adult Survivors of Incest or Child Sexual Abuse

Survivors of Homicide Victims

Other Victims of Crime (Identify):

Robbery/Assault victims

E. Identify the counties this project will serve:

Richland

F. Projected number of victims this project will serve:

1500

PROGRAM NARRATIVE

VI. PROJECT DESCRIPTION: The purpose of this section is to describe the broad goals of your program. In addition, describe a specific plan for conducting the program and a rationale for the tasks and activities to be employed to address the problem outlined in Section IV. Please outline in detail your overall program so that it is very clear to the reader what you plan to do. This documentation should include all activities from the time you initiate identifying the client to the job descriptions of all positions being funded by VOCA.

Funds are requested to enhance the provision of services to victims of crime in Richland County. The eight (8) sworn law enforcement victim advocates assigned to the Richland County Sheriff's Department provide a range of services to victims of violent crimes in Richland County. The services include, providing emotional and moral support, identify and inform victims of their rights under the law, conducting on the scene crisis intervention, act as a liaison between victim, police officers, investigators, and community-based agencies, provide applications and information to victims concerning South Carolina Crime Victims' Compensation; explain purpose, procedures, and policies, and assist in completion of forms and help prepare victims for court and provide court advocacy and accompaniment. Advocates must be provided with the proper training and tools to properly respond to and serve crime victims in Richland County. Data regarding the usage of this equipment will be maintained according to grant guidelines and required reports will be submitted

A vehicle will be purchased through SC State Contract and will be assigned to the Victim Advocate that was provided through VOCA funds in October 2015. At the time that application was submitted, vehicles were not allowed under this program. A reliable vehicle is essential to Law Enforcement Victim Advocates. The Advocate must be able to respond quickly to crime scenes, the hospital or court in service to victims.

Tablets and needed accessories will be purchased and provided to all victim advocates. These will be used to allow victims to read and sign forms more efficiently and advocates can easily transport these for work in the field.

Modular desk furniture will be purchased through SC Prison Industries to provide new modular desk furniture to the victim advocates at Richland County. These will replace current units that are 15 years old and in disrepair. Advocates serve many victims in the office setting as well as performing regular office tasks and an appropriate work space is needed.

Advocates will request to attend advanced trainings through the proper SCDPS procedures. Training topics include Victim Advocacy techniques, Criminal Domestic Violence, Sexual Assault and Victim Right's Week.

Funds are requested to be used to provide victims of crime with emergency food, clothing and toiletry supplies are required.

PROGRAM NARRATIVE

VII. PROJECT OBJECTIVES: Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objectives must be related to the problem(s) outlined in Section IV. They should describe who would do what. PLEASE DO NOT LIST ANY TASKS. There should be no more than five (5) objectives and indicators.

1. Increase the level of direct services to victims of crime in Richland County.
2. Increase the level of advanced training and knowledge of victim service personnel in Richland County.

VIII. PERFORMANCE INDICATORS: Based upon your measurable objectives, state exactly how each objective will be measured. Performance Indicators should be matched to your specific objectives, in a one to one ratio. Performance Indicators are activities that evaluate and document your programs as to whether each activity was successful.

1. The number of victims served by those personnel receiving the additional equipment will be maintained and compiled on a semi-annual basis.
2. The list of all approved trainings attended will be maintained and will include topic, location and personnel attended as well as after action report regarding the effectiveness of the training provided.

PROGRAM NARRATIVE

IX. PROJECT ASSESSMENT AND EVALUATION: In addition to performance indicators, describe any planned methods or measurement tools that will be used to demonstrate how project activities were successful. Please note that **VOCA funds may not be used** to perform any needs assessments, surveys, evaluations, and/or studies. For the purpose of this section, agency resources must be used for gathering and compiling this information.

The Project Director will evaluate the project based on the objectives and performance indicators and the impact it has made on the community and the department. The Project Director will then submit this evaluation to the Office of Justice Programs at the end of the grant year, separately from the progress report

X. PROJECT CONTINUATION: Do you feel that this project will be self-sufficient if federal assistance is no longer available? If no, please explain. Private non-profit agencies: 1) Are you receiving funds from City/County Council? If yes, how much will go toward the continuation of this project? If no, provide extensive, valid documentation that the project cannot be continued with other funding sources (other than these grant funds).

After grant funding has ended, the items purchased will be maintained in the Sheriff's Department's budget.

PROGRAM NARRATIVE

XI. SOURCES OF INCOME: List the total income your agency received in the previous fiscal year and is receiving or is expecting to receive in the current fiscal year. Complete ALL the information requested below, showing total budget, including but NOT limited to victim assistance funding. You must demonstrate that at least 25% of your agency's financial support comes from non-federal sources.

SOURCE OF FUNDS (e.g., DHEC, DSS)	TYPE OF FUNDS (e.g., local, state, federal VOCA, VAWA, SVAP, Act 141 funds)	TYPE OF PROGRAM ACTIVITIES (e.g., child abuse, domestic violence)	AMOUNT OF FUNDS PREVIOUS FISCAL YEAR	AMOUNT OF FUNDS CURRENT FISCAL YEAR
NIJ	DNA Backlog	DNA Analysis	\$151,400	\$162,000
SCDPS	Highway Safety	DUI	\$128,111	\$115,000
SCDPS	JAG	SRO-Westwood	\$59,923	\$0
SCDPS	JAG	SRO-D5	\$106,548	\$110,204
SCDPS	JAG	SRO-Chapin	\$0	\$84,049
SCDPS	JAG	Gang Unit	\$0	\$289,025
SCDPS	JAG	Crime Scene	\$73,220	\$0
SCDPS	VAWA	Hispanic Outreach	\$28,510	\$38,310
BJA	JAG-Local	Overtime	\$185,693	\$159,974
SLED	Homeland Security	SRT-EOD	\$80,000	\$158,500
SCDPS	VOCA	Victim Advocate	\$0	\$60,782
Victim Services	Fees	Victim Services	\$537,257	\$537,257
Operating Budget	Richland County	Law Enforcement	\$33,954,330	\$35,330,981
COPS	COPS Hiring	SRO-District 2	\$500,000	\$0
SCDPS	Paul Coverdell	Lab Backlog	\$8,340	\$16,332
TOTAL:			\$35,813,332	\$37,062,414

List any proposals or grant requests that you have submitted to any other agency that you anticipate receiving and that are not outlined above.

			\$0	\$0
TOTAL:			\$0	\$0

IMPLEMENTATION SCHEDULE

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual Time Frame (Actual Dates)				
		1	2	3	4	1	2	3	4	Date
		Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Date
Purchase equipment	Grant Coordinator	x								
Issue equipment	VSU Captain	x	x							
Utilize equipment	Advocates	x	x	x	x					
Document usage	Advocates	x	x	x	x					
Compile Semi-Annual Reports	Grant Coordinator		x		x					

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. Please use an "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the "Implementation Actual Time Frame" section when the grant project is monitored.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

1. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
2. **Applicable Federal Regulations:** The Subgrantee must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars referenced above.
4. **Audit Requirements:** The subgrantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by the State Funding Agency (SFA) and/or any of their duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with the OMB Circular. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the subgrantee has not expended the amount of federal funds that would require a compliance audit. The subgrantee agrees to accept these requirements by the completion of Page 6 of this application. **The State Funding Agency (SFA) will only pay the grant portion of compliance audit costs and only if a compliance audit is required. Funding of accounting services is not allowed.**
5. **Equal Employment Opportunity:** No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department of Justice Non-discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it has a current Equal Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. The Subgrantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of The EEOP, as supplemented in Department of Labor Regulations 41 CFR Part 60. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.
6. **Conflict Of Interest:** Personnel and other officials connected with this grant shall adhere to the requirements given below:
 - a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

b. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and nongovernmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:

- 1) Using his or her official position for private gain;
- 2) Giving preferential treatment to any person;
- 3) Losing complete independence or impartiality;
- 4) Making an official decision outside official channels; or
- 5) Affecting adversely the confidence of the public in the integrity of the government or the program.

7. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.

8. **Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled.

9. **Project Implementation:** The Subgrantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report.

10. **Written Approval of Changes:** Any changes to this subgrant, which are mutually agreed upon, must be approved, in writing, by the SFA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

Budget Revision Requirements: There will be no limit on the amount that can be expended for any one line item so as long as the total expended for the budget category does not exceed the total budgeted for the category by more than 10% and if the quantity of personnel or equipment does not change.

A budget revision will not be required unless:

- a) The expanded amount in a major budget category exceeds the amount budgeted for the amount budgeted for that major budget category by 10%. The major budget categories are: Personnel, Consultant Services, Travel, Renovation/Construction, Equipment and Other.
- b) The quantity of Personnel or Equipment changes.
- c) An item to be purchased is not listed in the grant budget.

11. **Contract Approval Requirements:** The Subgrantee must receive approval of all contract agreements for services and products from the SFA **prior to execution**. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first. In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file six months progress and quarterly reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.

12. **Individual Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$450.00 per day.

13. Dual Employment Compensation: Dual employment compensation must be approved by the SFA prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.

14. Sole Source Procurement: Use of sole source procurement is discouraged. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source purchases will require the explicit prior written approval of the SFA.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

15. Bidding Requirements: The subgrantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable.

Purchases \$2,500.00 and less: Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Subgrantee grant budget items equal to or less than \$2,500 will be evaluated by SCDPS Programmatic staff at the time of grant budget approval, and only fair and reasonable costs will be approved for inclusion in the subgrantee grant budget.

Purchases from \$2,500.01 to \$10,000: On any item, including those bid in the aggregate, whose total cost is between \$2,500.01 and \$10,000, written solicitation of written bids/quotes from a minimum of three qualified sources of supply must be made. The award shall be made to the lowest responsive and responsible sources.

Please refer to the Administrative Procurement Procedures at <http://www.scdps.gov/ohsjp/oag.asp/> for further information.

16. Personnel and Travel Costs: Personnel and Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to all activities and personnel of the agency, regardless of the source funding. Travel costs: If travel costs are included in the grant application, a copy of the agency's policies and procedures manual, or the agency Board's signed minutes must be submitted with the application, specifically outlining mileage and per diem rates of reimbursement. However, reimbursable amounts for mileage and per diem must not exceed the amount approved by state guidelines, regardless of the agency's policy. Lodging costs must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at www.gsa.gov. Attendees will only be reimbursed up to the maximum allowable rate of the GSA, excluding taxes and surcharges.

17. Rental Cost: The SFA will only pay the grant portion of rental costs. Grant participation in mortgage payments is unallowable. Prior to final approval of rental costs, a copy of the lease agreement must be provided to the SFA as well as the total square footage included in the rental agreement and the amount of square footage requested to be funded under this grant. The Subgrantee must request approval, in writing, when:

a. The total rental space requirement, including space for files, conference, mail, supply, reproduction and storage rooms, is in excess of 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement.

b. The rental charge exceeds \$10 monthly per square foot. The subgrantee must certify in writing that the requested rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support such a determination.

18. Obligation of Grant Funds: Grant funds may not, without advance written approval by the SFA be obligated prior to the effective date of award or approved revision. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.

19. Utilization and Payment of Grant Funds: Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit.

Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented as detailed in the Request for Payment Instructions.

20. Recording and Documentation of Receipts and Expenditures: Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

21. Financial Responsibility: The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the Office of Highway Safety and Justice Programs guideline manual entitled, "Financial and Administrative Guide for Grants."

a) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.

b) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.

c) The accounting system should provide accurate and current financial reporting information.

d) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

e) **Co-mingling of Funds:** The accounting system must ensure that agency funds are not co-mingled with funds from other federal agencies. Each award must be accounted for separately. Subgrantees are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one grant may not be used to support another.

22. Reports: The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the SFA may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports.

23. Program Income: All program income generated by this grant during the project must be reported to the SFA quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the SFA.

24. Retention of Records: Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved.

25. Property Control: Effective control and accountability must be maintained for all personal property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property.

a. **Title:** Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

b. Property Control Record Form: At the time the final request for payment is submitted, the subgrantee must file with the SFA a copy of the Property Control Record Form (provided by the SFA) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the SFA and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.

c. Use and Disposition: Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the SFA prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the SFA immediately.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

26. Performance: This grant may be terminated or fund payments discontinued by the SFA where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the SFA. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the SFA, the subgrantee shall reimburse the SFA the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the SFA for payments made.

27. Deobligation of Grant Funds: All grants must be deobligated within forty-five(45) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.

28. Project Evaluation Report: Any formal evaluation report must be received by the SFA not later than 45 days after the end of the reporting period.

29. Copyright: Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or state funding agency (SFA) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or SFA purposes:

- a. the copyright in any work developed under this grant or through a contract under this grant; and,
- b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the SFA's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

30. Cash Depositories: Subgrantees are required to deposit grant funds in a federally insured banking institution, and the balance exceeding insurance coverage must be collaterally secured.

31. Furniture Purchase Requirements (For State Agencies Only): The SFA requires that furniture funded by the grant (both grantor and match) be purchased through the South Carolina Department of Corrections, Prison Industries Program (PI). The subgrantee may purchase grant funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within eight (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specifications for less than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items.

Regardless of purchase source, the PI cost will be the maximum allowed by the grant. The maximum limit applies to Grantor funds and Match funds and any combination of the two. The subgrantee should contact a customer services representative at PI at 1-800-922-8121.

32. Americans with Disabilities Act of 1990 (ADA): The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

33. Compliance With Section 504 Of The Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees or successors.

34. Utilization of Minority Businesses: Subgrantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.

35. Confidential Information: Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the SFA requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the SFA.

36. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."

37. Debarment Certification: The subgrantee must comply with Federal Debarment and Suspension regulations by requiring completion of "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" by subrecipients prior to entering into a financial agreement with the subrecipients for any transaction as outlined below:

a. Any procurement contract for goods and services, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold (which is \$25,000 and is a cumulative amount from all federal funding sources).

b. Any procurement contract for goods and services, regardless of amount, under which the subrecipient will have a critical influence on or substantive control over the transaction.

The subgrantee is responsible for monitoring the submission and maintaining the official document.

38. Drug-Free Workplace Certification: This Certification is required by the S. C. Drug-Free Workplace Act #593 of 1990 and federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, **require certification by state agency subgrantees** that they will maintain a drug-free workplace. The South Carolina Drug-Free Workplace Act **requires certification** by all **subgrantees receiving \$50,000 or more**. The Certification is a material representation of fact upon which reliance will be placed when the SFA determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

39. Disclosure of Federal Participation: In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the Project unless the subgrantee:

a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and,

b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

40. Publications: The subgrantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the subgrantee describing programs or projects funded in whole or in part with federal funds, shall contain the following statement:

"This project was supported by Federal Formula Grant # (Please contact Program Coordinator for Number), awarded by the Office of Juvenile Justice and Delinquency Prevention, U.S. department of Justice through the South Carolina Department of Public Safety. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. A point of view or opinions contained within this document are those of the author and does not necessarily represent the official position or policies of the U.S. Department of Justice."

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties. The SFA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the subgrantee.

41. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.

42. Non-Profit Organization Special Requirement: In accordance with the revised OMB Circular A-110, effective February 10, 1987, non-profit organizations shall maintain advances of federal funds in interest bearing accounts. Interest amounts earned on all advances of Federal grant funds up to \$250 per fiscal year may be retained by the recipient for administrative expense. This amount is not per award but from all funds received as a result of Federal programs. Annually remit interest earned (over and above the \$250 per fiscal year) on advances of Federal grant funds to the United States Department of Health and Human Services, Division of Payment Management Services, Post Office Box 6021, Rockville, MD 20852. In order to simplify compliance with this requirement, we suggest that the subgrantee have a separate bank account for funds received under this grant.

43. Victims' Compensation Benefits: All victims served under VOCA, VAWA or SVAP funded programs must be referred, when appropriate, for Victim's Compensation benefits. VOCA, VAWA or SVAP funds should pay for medical and counseling services only when those services are not payable under Victim's Compensation guidelines and are specifically identified within the grant.

44. Direct Service Cost: Only costs which are related to the provision of direct services to crime victims are allowable under VOCA, VAWA or SVAP. Community crime prevention, and legislative advocacy are examples of activities not eligible for VOCA, VAWA or SVAP funding support. (Indirect Cost is strongly discouraged.)

45. Training: An eligible subgrantee of crime victim assistance grant funds may only include as a budget item the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to crime victims. Also included as an allowable cost are the necessary and reasonable travel expenses related to the participation of

direct service staff in eligible training programs. Such costs are, however, permitted only within the state or a comparable geographic region. Approval is provided on a case by case basis, requiring prior written approval from the SFA. All SVAP grant funded personnel must attend a minimum of one (1) training directly related to Violence Against Women issues during the grant period. All conferences/trainings must receive prior written approval from the SVAP Program Coordinator. A written summary of the trainings attended must be submitted within one month from the date of the training.

VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

46. Eligibility Requirements: The subgrantee must demonstrate a record of providing effective direct services to crime victims. This includes having the support and approval of the subgrantee's services by the community, a history of providing direct services in a cost-effective manner, and have substantial financial support from non-federal sources. In order to ensure financial stability. In order to be eligible to receive VAWA funds, the subgrantee must be able to document that at least 25% of its financial support comes from non-federal sources.

47. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the SFA Guidelines or "Special Conditions" placed on the grant award.

48. Compliance Agreement: The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the SFA. Failure to comply could result in a "Stop Payment" being placed on the grant.

49. Suspension or Termination of Funding: The SFA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subgrantee for any of the following reasons:

- a. Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Block Grants Program Guidelines issued thereunder, or other provisions of Federal Law.
- b. Failure to adhere to the requirements, standard conditions, or special conditions.
- c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- d. Failure to submit reports.
- e. Filing a false certification in this application or other reports or documents.
- f. Other good cause shown.

VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SFA) determines to award the covered transaction, grant or cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

- A. 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment 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;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

(1) 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;

(2) Establishing an on-going drug-free awareness program to inform employees about --

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs, and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) 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 (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --

(a) Abide by the terms of the statement; and

(b) 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;

(5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --

(a) 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

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) --APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

GRANT NO.

CERTIFICATION BY PROJECT DIRECTOR *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded: **No**

CERTIFICATION BY FINANCIAL OFFICER *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name: Driggers
Suffix:
Title: Finance Director
Agency: Richland County
Mailing Address: 2020 Hampton Street
City: Columbia
State: South Carolina
10 Digit Zip: 29204
Phone Number: 803-576-2103
Fax Number: 803-576-2137
E-Mail Address: driggersd@rcgov.us
Signature:
Bonded: Yes

VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

GRANT NO.

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

(Please use the distinct name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded: **Yes**

*** NOTE:** THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT SFA APPROVAL.

VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

CHECK LIST

THE FOLLOWING IS A CHECKLIST FOR THE ORGANIZATION SUBMITTING THE PROPOSAL.

- Proposal addresses priority areas as established by guidelines.
- Documentation is included that existing program provides effective services and has adequate financial support.
- Documentation is included that project utilizes volunteers, and states approximate number of volunteers currently working.
- Documentation clearly outlines significant involvement in coordinating services with all other applicable victim organizations.
- Documentation is included that illustrates the organization assists victims in seeking victim compensation benefits.
- All appropriate signatures for the proposal have been obtained. Each of the three different official people have listed three different addresses and emails.
- Proposal is received by 5:00 pm by due date.**
- Proposal outlines that an evaluation of victims' needs in a particular community has been or will be conducted.
- Letter from Board Chairman is included, if private non-profit.
- Organizational Chart is included.
- IRS written certification is included.
- Terms and Conditions pages have been read.
- Objectives state who, will do what, by when and also state the approximate number of victims and/or trainees who will receive services through this project.
- Statements made in "Problem Definition" section are documented with current, valid, statistical data, outlining the source/date of the information provided.
- "Source of Income" page is complete with all requested information, showing total agency income and budget, including, but not limited to, victim assistance funding.
- Job description(s) for staff/volunteer(s) who will be funded by this project, or a job description of the person using the equipment purchased by this project (if this is an equipment-only grant), is included in the proposal.
- Continuation Proposal contains documentation that efforts have been made to obtain permanent funding.

Richland County Council Request of Action

Subject:

Approval of Change Order

Richland County Council Request of Action

Subject:

Magistrates, Authorization of Negotiation of Purchase Contract for 144 O'Neil Ct and 4913 North Main St properties