



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Damon Jeter	Gwendolyn Kennedy	Greg Pearce (Chair)	Jim Manning	Seth Rose
District 3	District 7	District 6	District 8	District 5

**OCTOBER 25, 2011
6:00 PM**

2020 Hampton Street, Columbia, South Carolina

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Session: September 27, 2011 (pages 5-8)

ADOPTION OF AGENDA

ITEMS FOR ACTION

2. Internal Auditor Engagement (pages 10-14)
3. Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status (Possible Executive Session Item) (pages 16-18)

4. CDBG Allocation of Funds (pages 20-24)
5. AT&T Leased Line Connections - Countywide (pages 26-27)
6. Microsoft Licensing-Countywide (pages 29-30)
7. FY 11-12 HUD Annual Action Plan Approval (pages 32-70)
8. Mass Transit Fee: Commercial Vehicles (pages 72-75)
9. Criminal Domestic Violence Court Grant Match (pages 77-79)
10. Hispanic Outreach Grant Match (pages 81-83)
11. Historic Preservation Special Project (pages 85-86)
12. Hospitality Tax - Round Two Funding Recommendations (pages 88-91)
13. Hospitality Tax County Promotions Grant Program Changes (pages 93-97)
14. Retention Schedule for Detention Center Records (pages 99-104)

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

15. a. Based on the new sewer planned for the lower Richland County area and the possibility of assistance being provided to Low/Middle income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)
- b. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders or create such an organization and turn over all title and responsibility (Jackson, May 2011)
- c. County Council Shirts (Manning, September 2011)

ADJOURNMENT



Richland County Council Request of Action

Subject

Regular Session: September 27, 2011 (pages 5-8)

Reviews

MINUTES OF



**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
TUESDAY, SEPTEMBER 27, 2011
6:00 P.M.**

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.

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MEMBERS PRESENT

Chair: L. Gregory Pearce, Jr.
Member: Damon Jeter
Member: Gwendolyn Davis Kennedy
Member: Jim Manning
Member: Seth Rose

ALSO PRESENT: Paul Livingston, Bill Malinowski, Valerie Hutchinson, Norman Jackson, Joyce Dickerson, Kelvin Washington, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Sara Salley, Randy Cherry, Larry Smith, Stephany Snowden, Chris Eversmann, Buddy Atkins, Geo Price, Bill Peters, John Hixon, Paul Alcantar, Rodolfo Callwood, Alonzo Smith, Michael Byrd, Valeria Jackson, Brad Farrar, Monique Walters, Michelle Onley

CALL TO ORDER

The meeting started at approximately 6:02 p.m.

APPROVAL OF MINUTES

July 26, 2011 (Regular Session) – Mr. Rose moved, seconded by Mr. Jeter, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Rose moved, seconded by Mr. Jeter, to adopt the agenda as distributed. The vote in favor was unanimous.

ITEMS FOR ACTION

Annual Renewal of the Fleet Maintenance and Repair Contract – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to renew the contract with First Vehicle Services to provide for the maintenance and repair of County Fleet vehicles and equipment through 2012.” A discussion took place.

The vote in favor was unanimous.

Automatic Vehicle Location Systems-Sheriff’s Department – Mr. Rose moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve staff’s recommendation: “Approval of the \$300,000, which was the full amount requested and approved during the FY12 budget process. The additional \$325,203 required would be funded by using \$100,000 from the FY11 Sheriff Department vehicle bond and the remaining \$225,203 would be funded by using the FY12 Sheriff Department vehicle bond. The FY12 funding will then be re-appropriated in the Sheriff’s FY13 budget.” A discussion took place.

The vote in favor was unanimous.

County Council Shirts – Mr. Jeter moved, seconded by Mr. Rose, to direct the Public Information Office to bring no more than 3 design options with pricing information to the committee for consideration. The options will then be forwarded to full Council.” A discussion took place.

The vote was in favor.

C&D Disposal Services Contract – Mr. Rose moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve staff’s recommendation: “Approve the award of a contract to Loveless and Loveless, the lowest responsive bidder, at \$8.25 per ton.” The vote in favor was unanimous.

Construction Services/Airport Tree Obstruction Removal-Cherokee Inc. Contract – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to authorize executing a contract for Airspace Tree Obstruction Removal construction phase services. This will permit the removal of trees surrounding the airport which have grown into the airspace which will enhance safety and ensure compliance with our Federal Grant obligations. A discussion took place.

The vote in favor was unanimous.

Professional Services/Airport Tree Obstruction Removal-LPA Group – Mr. Jeter moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to

approve Alternative #1: "Approve the request to authorize executing a contract for Airspace Tree Obstruction Removal construction phase professional services. This will permit the removal of trees surrounding the airport which have grown into the airspace which will enhance safety and ensure compliance with our Federal Grant obligations." The vote in favor was unanimous.

HUD Grant for Neighborhood Improvement – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve staff's recommendation: "Approve the request the HUD grant, if awarded, that will fund the development of the Hopkins Strategic Community Master Plan." A discussion took place.

The vote in favor was unanimous.

CDBG and HOME Administrative Shortfall – Mr. Jeter moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to transfer \$48,641 from NIP to the CD Department. The CD Department would then continue to operate under the FY11-12 Action Plan." A discussion took place.

The vote was in favor.

Emergency Services Radio Purchase – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the purchase of radios from Motorola in the amount of \$258,885.43." The vote in favor was unanimous.

Emergency Supplies and Equipment Purchase Orders – Ms. Kennedy moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the purchase orders including the award to South Eastern Medical for \$131,439.60." The vote in favor was unanimous.

Internal Auditor Engagement – Mr. Manning moved, seconded Mr. Jeter, to defer this item until the October A&F Committee meeting. The vote in favor was unanimous.

Transfer of Position from Dentsville Magistrate to Administrative Magistrate – Ms. Kennedy moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to transfer the Summary Court Law Clerk position from the Dentsville Magistrate to Administrative Magistrate."

Lobbyists' Interaction with Council on Certain Matters – Mr. Jeter moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to direct staff to draft a policy directing any lobbying firm employed by the County do a conflict check prior to providing information to Council on any matter not pertaining to the firms lobbying efforts for the County. A discussion took place.

The vote in favor was unanimous.

Increase Detention Center Officer Starting Salaries – Ms. Kennedy moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve staff's recommendation: "Conduct a County-wide compensation study. Administration will attempt to identify the funding in FY12 to complete the study and have the results available for the FY13 budget process. This would address the salary needs for the Detention Center as well as other county-wide employees." The RFP should be completed within 90 days from notice to proceed with the compensation study. A discussion took place.

The vote in favor was unanimous.

Caughman Creek Property Purchase Agreement – Mr. Rose moved, seconded by Mr. Manning, to forward this item to Council without a recommendation. The vote in favor was unanimous.

Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status [Possible Executive Session Item] – This item was deferred until the October A&F Committee meeting.

ADJOURNMENT

The meeting adjourned at approximately 7:00 p.m.

Submitted by,

L. Gregory Pearce, Jr., Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject

Internal Auditor Engagement (pages 10-14)

Reviews

Richland County Council Request of Action

Subject: Internal Auditor Engagement

A. Purpose

The purpose of this item is to request the County Council's consideration of a motion made at the September 6, 2011, Council Meeting regarding the engagement of an Internal Auditor.

B. Background / Discussion

At the September 6, 2011, Council Meeting, Council Member Jim Manning introduced the following motion:

“I move that Council hires an Independent Internal Auditor. RATIONALE – The instructor for the Level II class on Financial Management for the Institute of Government for County Officials held in conjunction with the South Carolina Association of Counties' 44th Annual Conference stated that every County should have an Internal Auditor. Richland County does not have one. Furthermore, notes from a 2005 Richland County Internal Audit Committee lists 15 “potential IA projects.” My understanding is that item #3 and items #4 have had audits completed. However, I am greatly concerned about two items in particular that in 2005 (over 6 years ago) were identified as “a high risk area for potential fraud and/or abuse.” These items are still some way on down the “list.” Item #7 on the list for consideration for internal auditing is Procurement Audit. The corresponding information for this item reads as follows: Within any county government, procurement is a high risk area for potential fraud and abuse. Periodic audits of procurement transactions can help reduce the likelihood of fraud. After Richland County implements procurement cards, the potential risk will increase. Item #8 on the list is Timekeeping Audit. The corresponding information for this item reads as follows: Fraud related to timekeeping is also a potential concern for county government. Controls over timekeeping have improved in Richland County since 2001, however there is still potential for abuse.”

Staff concurs with Mr. Manning's motion, and, in fact, had already planned to request a meeting of the Internal Audit Committee this month to begin the process of selecting an Internal Auditor. This function has traditionally been performed under contract, and a draft RFP (Request for Proposals) has already been completed in anticipation of this process moving forward.

Attached is a list of departments / functions which were identified in 2005 as potential areas for review. The Human Resources and Planning audits have already been completed.

Staff recommends that this item be referred to the Internal Audit Committee, consisting of the Council Chair, the A & F and D & S Committee Chairs, two citizen

appointees, and one appointment by the County Administrator. The Internal Audit Committee can then report its recommendations to the full Council for action.

C. Financial Impact

The cost to the County for moving forward with an Internal Auditor will be determined by the number of audits to be performed and the cost per audit. Included in the FY 12 budget is \$50,000 for the internal audit function.

D. Alternatives

1. Refer this item to the Internal Audit Committee for review and recommendation to the full Council.
2. Do not move forward with engaging an Internal Auditor.

E. Recommendation

By: Motion by Council Member Jim Manning

Date: September 6, 2011 Council Meeting

Staff concurs with Mr. Manning’s motion and recommends that this item be forwarded to the Internal Audit Committee.

F. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 9/12/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Based on recommendation for Internal Audit Committee to review

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 9/13/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Staff concurs with Mr. Manning’s motion and recommends that this item be forwarded to the Internal Audit Committee.

DISCUSS RISK ASSESSMENT/POTENTIAL IA PROJECTS

1. **Finance Department Performance Audit** – Hammett Consulting recommended further study of the Finance Department during the 2001 Countywide Management Study. Internal issues identified during the Follow-up Countywide Management Study, as well as concerns identified by the County's external auditor, indicate a high level of potential risk.
2. **Treasurer's Office Performance Audit** – Although the Treasurer's Office was outside of the scope of review of the Follow-up Study, many concerns regarding the Office were identified by County staff both during this study and the 2001 study. Operational concerns were also identified by the County's external auditor.
3. **Human Resources Performance Audit** – An efficient and effective Department of Human Resources is crucial to the overall effectiveness of Richland County government. The Department does not currently have the resources to meet the service demand and significant service delivery concerns were identified during the Follow-up Study.
4. **Planning and Development Services Performance Audit** – During the 2001 study, Planning and Development was identified as the most problematic department. Although significant improvements have been made since 2001, there are still many opportunities for improvement particularly given the expanded role of the department since implementation of the new Land Development Code.
5. **Performance Measurement Refinement** – During the 2001 Countywide Management Study, Hammett Consulting conducted a series of meetings with each department to develop base level performance measures. This was intended as a starting point for Richland County's performance measurement process. The Follow-up Study documented that many departments have made minimal progress in refining and compiling the measures since 2001.

6. **Countywide Fee Study** – Hammett Consulting is currently in the process of conducting a Countywide Fee Study for Gwinnett County, Georgia. Given the budgetary constraints in Richland County, this study could prove beneficial in ensuring that the County is collecting appropriate revenue from user fees and charges.
7. **Procurement Audit** – Within any county government, procurement is a high risk area for potential fraud and abuse. Periodic audits of procurement transactions can help reduce the likelihood of fraud. After Richland County implements procurement cards, the potential risk will increase.
8. **Timekeeping Audit** – Fraud related to timekeeping is also a potential concern for county government. Controls over timekeeping have improved in Richland County since 2001, however there is still potential for abuse.
9. **Roads and Drainage Maintenance Performance Audit** – At the beginning of 2001 Countywide Management Study fieldwork, Roads and Drainage was one of the most troubled divisions within Richland County government. County Administration made several key operational changes, and the unit had improved significantly by the end of the study process. During the Follow-up Study, a significant number of concerns were again identified within the division.
10. **Detention Center Performance Audit** – A detention center is one of the highest risk areas for any county government. Significant supervisory concerns were identified within the Richland County Detention Center during the course of the Follow-up Study.
11. **Magistrate Court Audit** – Potential internal control issues were identified during the interview process of the 2003 Court Administration Audit conducted by Hammett Consulting.
12. **Animal Care Performance Audit** – County Administration made several key operational changes within the Department during the 2001 study, and the department had improved significantly by the end of the study process. Although the Follow-up Study indicated that operations were still effective, Animal Care issues are often a major concern for citizens. Also, if consolidation of services with

the City of Columbia is not accomplished, additional resources and construction of a county animal shelter may be needed to provide the required level of service.

13. **County/City Service Consolidation Review** – Richland County and the City of Columbia have consolidated several governmental services including the Detention Center, Fire, Emergency Services, Dispatch and Business Licensing. This study would review how well these services are meeting the needs of the county and the citizens. The study could also include a review of other services which could be consolidated to enhance service delivery, such as Animal Care.
14. **Emergency Management Performance Review** – Emergency Management and Homeland Security are major concerns for county government today. Hammett Consulting is currently conducting an Emergency Management Performance Review in Gwinnett County, Georgia.
15. **Register of Deeds Audit** - A more detailed external audit of the Register of Deeds is being conducted. However, consideration should still be given to conducting an internal audit of internal controls of the Register of Deeds Office due to the amount of cash handled by the department

Richland County Council Request of Action

Subject

Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status (Possible Executive Session Item) (pages 16-18)

Reviews

Richland County Council Request of Action

Subject: Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status

A. Purpose

The goal is to increase the level of accountability of Department Heads who deal with contracts that have direct contact with the public and those who have financial impact on the County. (If there is a problem relating to fairness, Mr. Jackson is willing to include all Department Heads and let the Committee sort this out.) This action is aimed to make Department Heads who have responsibility relating to contractual matters more responsive and responsible to the citizens of Richland County.

B. Background / Discussion

Council Member Jackson is seeking to increase the level of accountability Department Heads who have contract responsibilities. Mr. Jackson is seeking to ensure these Department Heads are more responsive to the citizens of Richland County. Mr. Jackson has attempted to address his concern through the County Administrator. However, Mr. Jackson was informed that current County policies don't permit his concerns to be adequately addressed. Mr. Jackson said he does not think the issue is that anyone is breaking the procurement rules. His effort is to improve accountability of Department Heads and their responsiveness to the citizens of Richland County.

Mr. Jackson is seeking to remove the grievance rights of Department Heads who have contractual responsibility. That would enable the County Administrator to take disciplinary action without such Department Heads having rights of the grievance process. Mr. Jackson believes this would increase the level of accountability and responsiveness of the Department Heads who have contractual responsibility.

C. Financial Impact

Revision to the County's Employee Handbook and revision to the County's HR Guidelines. Informing the Department Heads of the changes approved by the County Council.

D. Alternatives

1. Approved the amendment to the County's Employee Handbook and HR Guidelines.
2. Not approve the amendments to the County's Employee Handbook and HR Guidelines.

E. Recommendation

It is recommended that County Council approve option # 1.

Recommended by: Council Member Norman Jackson

Date:

F. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 9/16/11

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: This is a policy decision for Council. Since the recommendation includes a change to the employee handbook, I would recommend that the HR Director be included for comment.

Procurement

Reviewed by: Rodolfo Callwood

Date: 9/17/11

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: This is a policy decision for County Council.

Human Resources

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: Human Resources supports appropriate accountability for all levels of the County's workforce. As it relates to this specific proposal, Human Resources foresees some potential legal hurdles if all department heads are not included and/or clear business reasons are not used to identify which departments will be included or excluded. Therefore Human Resources suggests there be clear bona fide business reason(s) communicated to department heads so it is full understanding of the reason for the policy change and which department heads are affected. Because this change would remove an existing right, to file a grievance, the specific language in the proposed policy change should be reviewed and coordinated with Legal Department's input.

Legal

Reviewed by: Elizabeth McLean

Date: 9/21/11

Recommend Council approval

✓ Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Legal comments provided in separate Attorney-Client Memo for Council/Committee Members and Authorized Staff

Administration

Reviewed by: Tony McDonald

Date: 9/22/11

Recommend Council approval

✓ Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend denial for reasons specified in the County Attorney's written opinion, which has been provided under separate cover.

Richland County Council Request of Action

Subject

CDBG Allocation of Funds (pages 20-24)

Reviews

Richland County Council Request of Action

Subject: CDBG Allocation of Funds

A. Purpose

County Council is requested to approve the coordination of efforts between the Planning and Development Services Department and the Community Development Office toward the allocation of Community Development Block Grant (CDBG) funding for five (5) neighborhood improvement projects based on Neighborhood Master Plan goals, objectives, and recommendations. The grant totals \$317,000.00 and no match is required.

B. Background / Discussion

The Community Development Block Grant (CDBG) program is a flexible Federal (HUD) program that provides communities with resources to address a wide range of unique community development needs. The Richland County Neighborhood Improvement Program/Planning and Development Services Department were allocated \$317,000.00 from the Community Development Block Grant program on October 1, 2011.

In a cooperative effort to implement the Planning and Development Department's goals and initiatives in the Neighborhood Improvement Program, staff has researched and found that the master plans of Crane Creek, Broad River Heights, and New Castle/Trenholm Acres are all low/moderate income areas, and are thus eligible to receive CDBG funds for neighborhood improvement.

Based on detailed census tract and block group research, the US Census Tract and surveys are used to determine the median income level of a specific area. Through this research, the Neighborhood Improvement Program staff discovered that the master plans in the Candlewood, Broad River Corridor, and the Southeast Richland Neighborhoods are ineligible to receive CDBG funds because these neighborhoods are not low/moderate income areas. The low and moderate income population is defined as 51% of residents in a location and/or that have a family household income that is 80% or below the median area income.

Activities eligible for funding:

1. Environmental assessment for each community of interest (Crane Creek, BRH, Trenholm Acres).
2. Appraisals, title work and surveys of each parcel (Crane Creek, Trenholm).
3. Acquisitions where negotiations are successful (park property and mobile home park).
4. Demolition of a mobile home park. Note: Demolition should only occur after negotiation and acquisition are successful. If not successful, condemnation is another alternative; however, if this is the case then demolition is not likely in 2011/2012.

Projects eligible for funding

1. Crane Creek - Catalyst 5 Pedestrian Park
2. Crane Creek – Neighborhood Signs
3. Trenholm/Newcastle - Catalyst 2 Mobile Home Park

4. Broad River Heights – Abandoned Homes
5. Environmental Assessments - Crane Creek and Trenholm Acres

Process and Procedure for Acquisition based on CDBG Regulations:

1. Appraisals must be done for each parcel of interest. It is not enough to have the assessed value.
2. Environmental assessment, surveys and title work must be completed for each area where development is planned.
3. Letters of interest must be sent to each property owner before appraisals, environmental assessment or surveys are completed. Owners should be invited to accompany.
4. Determine offer based on appraisal, survey and title and get Council's approval before a written offer is made.
5. Negotiations only take place if the offer is not accepted.
6. Acquire the properties.

CDBG Funding Priorities (Five Major Projects):

1. Crane Creek- Catalyst 5 Pedestrian Park (\$16,000.00):

The proposed pedestrian park (0.25 acre) would complement the efforts of our Crane Creek Neighborhood master plan which emphasizes the need to create more walkable communities. This pedestrian park would be maintained by the Richland County Recreation Commission and give the community more open usable space. Preliminary designs and cost estimates were provided in 2007; however updated estimates would need to be obtained.

Completed Tasks:

- Staff has a written commitment from the Richland County Recreation Commission that states if the pedestrian park is built they would maintain the park in perpetuity.
- Staff has begun to research the County website and has identified the property owner information and the assessed value of the property.
- Staff has been notified that the property owner is interested in discussing the possible development of the pedestrian park and sale of the property.

Phase 1

- Send out an RFP to consultants on Procurement's approved list to have an appraisal completed on the area.
- Negotiate the purchase of the property for the pedestrian park.

2. Crane Creek – Neighborhood Signs (\$55,000.00):

The Crane Creek Neighborhood master plan area has seven communities with the need to update existing brick entrance signage, or establish signage for their respective communities. The communities of Bookert Heights, Crane Crossing, Crane Forest, Haskell Heights, and Pine Forest are in need of new signage. The communities of Lincolnshire and Rockgate will need their signage updated.

Completed Tasks:

- Staff has identified several locations for new signage

Phase 1

- Staff will prepare easement documents for each parcel identified for the project.

3. Trenholm/Newcastle-Catalyst 2 Mobile Home Park (\$104,000.00):

The existing dilapidated mobile home park is currently located on Shakespeare Road in the Trenholm/Newcastle master plan area. The plan identifies this parcel and other surrounding parcels to be slated for revitalization focusing on attracting a variety of medium density housing in conjunction with supporting neighborhood retail establishments.

Completed Tasks:

- Staff has performed preliminary research including property owner search, acreage and land assessment value.
- Staff has made a site inspection of the property.
- Staff, along with Community Development has conducted a tour with non-profits regarding the future possibility of providing housing.

Phase 1

- Send out an RFP to vendors on Procurement's approved list to submit bids for demolition and clean-up.
- Demolition and clean-up of all thirteen (13) vacant mobile homes.

4. Broad River Heights – Abandoned Homes (\$62,000.00):

In the Broad River Heights Neighborhood Association there is a concern from active and engaged homeowners that there is an excessive amount of abandoned homes with overgrown yards, infestation of trash, litter and general structure dilapidation. There have been 11 lots identified for immediate demolition. The success of economic development hinges upon the visual characteristics of the neighborhood. The aforementioned troubled areas give a negative perception of the residents and the community as a whole.

Completed Tasks:

- Staff has identified structures that need to be demolished.
- Staff has gathered cost estimates for the demolition of said structures.

Phase 1

- Send out an RFP to vendors on Procurement's approved list to submit bids for demolition and clean-up for each.

5. Environmental Assessments - (\$80,000.00):

Each planning area is required to have a baseline environmental assessment for CDBG related activities to occur.

Completed Tasks:

- Staff has performed preliminary research including property owner search, acreage and land assessment value.
- Staff has made a site inspection of the property.

C. Financial Impact

Crane Creek- Catalyst 5 Pedestrian Park:

Appraisal of the property:	\$ 3,500.00	
Purchase of Property:	<u>\$ 12,500.00</u>	\$16,000.00

Crane Creek – Neighborhood Signs:

Installation:	<u>\$ 55,000.00</u>	\$55,000.00
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Trenholm/Newcastle-Catalyst 2 Mobile Home Park:

Demolition, Clean-up:	<u>\$104,000.00</u>	\$104,000.00
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Broad River Neighborhoods – Abandoned Homes

Demolition & Clean-up (total):	<u>\$62,000.00</u>	\$62,000.00
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Environmental Assessments for:
Crane Creek and Trenholm Acres/Newcastle

\$80,000.00

TOTAL: \$317,000.00

D. Alternatives

1. Approve the request to allocate and expend the CBDG funds that were awarded to the County.
2. Do not approve the grant funds allocation and expenditures.

E. Recommendation

It is recommended that Council approve the allocation and expenditure of CDBG funds for the five (5) projects identified above, in the amount of \$317,000.00. Also recommend approval of contingency of conducting additional environmental assessments for eligible master plans to ensure timely expenditure of funding.

Recommended by: Sparty Hammett Planning and Development Services Date: 10/15/11

F. Approvals

Finance

Reviewed by: Daniel Driggers Date: 10/13/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation: This is a funding decision for Council. The recommendation is based on the availability of funds.

Community Development

Reviewed by: Valeria Jackson Date: 10/13/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith Date:
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett Date: 10/17/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the allocation and expenditure of funds for the five designated projects and the contingency of completing additional environmental assessments in the event that one of the projects is delayed.

Richland County Council Request of Action

Subject

AT&T Leased Line Connections - Countywide (pages 26-27)

Reviews

Richland County Council Request of Action

Subject: AT&T Leased Line Connections - Countywide

A. Purpose

County Council is requested to approve a purchase order to AT&T for the County's leased line connections.

A. Background / Discussion

The Richland County Wide Area Network and Local Area Networks (WAN/LAN) currently consist of 50 servers and approximately 1100 PCs. These are dispersed across all county locations. These locations are connected primarily via leased lines. This purchase order covers those lines that are leased from AT&T that connect our remote sites to our main locations in addition to the trunk lines that provide phone service to County locations including the Sherriff's Office. These lines are the heart and lungs of County provided services. Without them, there would be no phone service to most County locations, nor data connections that provide all county computer services.

These are services that Richland County has been receiving from AT&T for over 14 years. The amount has changed from year to year as the network has expanded as additional County services offered in new locations.

These services were directly paid in previous years, but due to a change in our financial system, a purchase order is required to be able to pay for the services.

B. Financial Impact

There are sufficient funds in the account 1100187000.542100 designated for this request.

C. Alternatives

1. Approve the request to continue leasing the lines from AT&T for an amount not to exceed \$243,000. This will allow the county to maintain phone and data services to all sites.
2. Do not approve the request. This would mean that connectivity to County offices would cease and prevent all County computer services and telephones from working.

D. Recommendation

Recommended by: Janet Claggett Department: Information Technology
Date: 10/10/11

Approve the request to continue leasing the lines from AT&T for an amount not to exceed \$243,000. This will allow the county to maintain phones and connectivity to remote sites.

F. Reviews

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

Finance

Reviewed by: Daniel Driggers Date: 10/11/11
✓ Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
Comments regarding recommendation:

Procurement

Reviewed by: Rodolfo Callwood Date: 10/11/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
Comments regarding recommendation:

Legal

Reviewed by: Larry Smith Date:
✓ Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
Comments regarding recommendation:

Administration

Reviewed by: J. Milton Pope Date: 10-12-11
X Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
Comments regarding recommendation: Recommend approval...funding has been provided to cover the expense....

Richland County Council Request of Action

Subject

Microsoft Licensing-Countywide (pages 29-30)

Reviews

Richland County Council Request of Action

Subject: Microsoft Licensing - Countywide

A. Purpose

County Council is requested to approve an extension to the “Software Assurance” purchase on the Microsoft Enterprise Agreement for licenses owned by the County.

A. Background / Discussion

The Richland County Wide Area Network and Local Area Networks (WAN/LAN) currently consist of 50 servers and approximately 1100 PCs.

In order to comply with federal copyright law, Richland County must have Microsoft licenses for all County servers and all County PCs. Licensing is required for operating systems as well as software applications (such as MS Office).

In the last few years, Microsoft modified its licensing requirements, and it has been increasing its enforcement efforts. Richland County received the same “Microsoft letter” that our neighboring counties received, which outlines a mandatory copyright compliance program. If Richland County were to decide not to participate in the copyright compliance program, the County would put itself at risk for fines and penalties of up to \$150,000 per incident.

Ten years ago, the IT Department included a budget request to begin a three year Enterprise Agreement with Microsoft to bring the County into full copyright compliance. During the initial three year period, we were able to achieve compliance with Microsoft’s copyright policies. The County now owns the software license for Microsoft OS and Office products used by County employees. To ensure this software remains current, the County will need to approve another year of “Software Assurance”. This renewal will ensure our licensed products are current to 07/30/12.

However, in an effort to maintain Federal Copyright compliance on software versions used by the County that comes out after 06/30/11, we must continue our Microsoft Enterprise Agreement through the purchase of Software Assurance. Software Assurance is a maintenance agreement that allows the County to use the latest versions of Microsoft software products as they are made available. This will keep the software technology at Richland County current. Council is requested to approve the purchase of a Microsoft “Software Assurance” from the vendor CompuCom Systems, Inc. on South Carolina State Contract in an amount not to exceed \$131,566.

B. Financial Impact

There are sufficient funds in the account 1100187000.547100 designated for this request.

C. Alternatives

1. Approve the request to purchase Microsoft Software Assurance from vendor CompuCom Systems, Inc. on South Carolina State Contract in an amount not to exceed \$131,566. This will allow the county to maintain Microsoft Copyright compliance.
2. Do not approve the request. This would mean that the County chooses to stop participating in the copyright compliance program.

D. Recommendation

Recommended by: Janet Claggett Department: Information Technology
 Date: 10/10/11

It is recommended that Council approve the request to purchase Microsoft Software Assurance from vendor CompuCom Systems, Inc. on South Carolina State Contract in an amount not to exceed \$131,566.

F. Reviews

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

Finance

Reviewed by: Daniel Driggers Date: 10/11/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
 Comments regarding recommendation:

Procurement

Reviewed by: Rodolfo Callwood Date: 10/11/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
 Comments regarding recommendation:

Legal

Reviewed by: Larry Smith Date:
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
 Comments regarding recommendation: Approval subject to review of the agreement.

Administration

Reviewed by: J. Milton Pope Date: 10-14-11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)
 Comments regarding recommendation: Recommend approval

Richland County Council Request of Action

Subject

FY 11-12 HUD Annual Action Plan Approval (pages 32-70)

Reviews

Richland County Council Request of Action

Subject: FY 11-12 Annual Action Plan Approval

A. Purpose

Council is being requested to approve the HUD–approved FY 11-12 Annual Action Plan in its entirety. The FY 11-12 Community Development budget was approved by Council in July 2011. At that time the Action Plan was not finalized. Subsequently, it was submitted to HUD for approval on August 15th. HUD has approved the plan. This is the final step in the approval for our files.

B. Background / Discussion

Council is being requested to approve the HUD approved FY 11-12 Annual Action Plan in its entirety. The budget has already received Council approval during a July 2011 meeting. This current ROA action is a formality. HUD has already approved the plan and has forward grant agreements for Administration’s signature. This requested action will also satisfy Finance requirements of Council approval.

C. Financial Impact

The sole financial impact of this request for the County is the HOME Match which has been approved within the County general budget. The amount approved was \$105,017 in County general funds. The remaining funds are non-county (federal) sources.

D. Alternatives

1. Approve the request to approve the HUD approved FY 11-12 Annual Action Plan in its entirety.
2. Do not approve the HUD approved FY 11-12 Annual Action Plan in its entirety.

E. Recommendation

3. "It is recommended that Council approve the request to Approve the request to approve the HUD approved FY 11-12 Annual Action Plan in its entirety."

Recommended by:
Valeria Jackson

Department:
Community Development

Date:
10/7/11

F. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 10/11/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Procurement

Reviewed by: Rodolfo Callwood

Date: 10/11/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 10/12/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 10/17/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend Council approval of the HUD approved FY 11-12 Annual Action Plan in its entirety

2011 Annual Action Plan

Program Year 2011

October 1, 2011 – September 30, 2012

Richland County is an expanse of more than 770 square-miles that occupies the center of the State of South Carolina. It is home to the nation's largest Army basic training facility, Fort Jackson and the State's capitol, Columbia. Richland County Government's motto is *Uniquely Urban, Uniquely Rural* and is so appropriately named for its true combination of smaller metropolitan flavor, coupled with major parcels in the outlying areas constituting the rural setting. The County's population growth, while originally centered in the urbanized area of Columbia, has spread along the County-wide Interstates I-26, I-20 and I-77, which is through the northern area of the County. The local economy is a mixture of State and local governments, banking and finance, industry, health care, higher education, significant regional retail centers, and an emerging research and development sector.

In 2010, the County emerged as the second most populated county in the State (385,504), behind only Greenville County. In 2000, US Census listed the County's population at 320,781, which reflects a 19% shift in growth. As of 2010, 61% of the county lived in owner-occupied housing units found in Richland County. The median income is \$63,600 with 16% of the population living in poverty. (Sources: HUD User and US Census Quick Facts - 2010).

Population estimates indicate that the County was one of the fastest growing in the State from 2007 to 2008, ranking 11th with a percentage growth of 1.7%. Future projections indicate that the county's population will grow by 4% from 2010 to 2015. (Source: Office of Research and Statistics (SCORS)).

White people moved into the city of Columbia at a much greater pace in the past decade than African-Americans, who took to suburban life at a rate that outpaced Caucasians — reversing the trend of a generation ago.

Between 2000 and 2010, the capital city's white population jumped 17 percent, while its black population inched up by 2 percent, according to 2010 Census data released this year. Altogether, the number of residents in South Carolina's largest city rose by 11.2 percent.

At the same time, black residents moved into Richland County at a rate that was 9 percentage points higher than whites — 22 percent growth, compared with 13 percent for whites.

And, for the first time in its history, Richland County has a majority of nonwhite residents because of the growth of black, Hispanic and Asian populations. Demographers have been reporting the trend using estimates for several years.

Hispanics are now at 4.8% of the County's demographic, according to 2010 census figures. This reflects an increase from the 2000 figure of 2.7%.

Significant demographic trends and issues in Richland County include:

- Seventy-Three (73%) percent of the persons in the County are under the age of 49, with the median age at 32.6.
- The County's unemployment rate fluctuated with an average of 8.5% in 2011 with June's number at 10.6%.
- More than 42% of households countywide are considered to be low and moderate income (LMI). Incomes for LMI households are below 80% of median family income (MFI).
- Recent residential growth in the County has been dominated by the construction of low-density, detached single-family housing in the northeast between I-20 and I-77 and within the northwestern I-26 and southeastern Garners Ferry Road corridors.
- In 2009, more than one-third (36.2%) of County residents in rental units and one-fifth (21.4%) of homeowners are cost-burdened – spending more than 30% of the area median family income (MFI) for housing costs.

I. Citizen Participation

Richland County has a Citizen Participation Plan in place that encourages participation of all residents, especially the low and moderate-income population. Formal and informal approaches are used each year in the assessment process, as citizens' needs and concerns are expressed often in the local government arena. The advertisement considers the special needs of the disabled. In addition, when necessary, flyers are posted in local gathering places and mailed to all neighborhood associations and local churches encouraging attendance.

Richland County Community Development Department staff conducted a public hearing at the Richland County Administration Building, Council Chambers, on **Monday, August 1st, 2010 at 5:30 p.m.** Public notice was advertised in The STATE newspaper. The notice was also posted on our website and in the County Building where daily high volumes of people (from all socioeconomic levels) visit as well as the County Health Department entrance way. Public comments will be accepted through **Thursday August 22, 2010**. Any public comments which are received will be put in writing and forwarded to our HUD Regional office. Please see minutes and sign in sheet for August 1st public hearing attached.

Richland County relies heavily on the Ombudsman's Office, which is the County One Stop Call Center. Citizens express concerns by telephone, fax, and email to this office and these concerns are kept and tracked on a computer system. Upon request, the Community Development can receive documented concerns that have been expressed

over a period of time. The Community Development Department obtains and reviews the documented concerns and notes it in the Needs Assessment.

Richland County Community Development Website (www.richlandonline.com) is available and has current information. The website has been a cost saving tool for the County to communicate with the general public, monitor sub-recipients and share information with HUD as well as other Entitlement Communities. This site will provide links to a variety of resources and information, to include Fair Housing, Program Management and Compliance. The Community Development Office has received a few good comments about the webpage and its information. The office has also joined Twitter and can be found at [@upgrade_u@twitter.com](https://twitter.com/upgrade_u). In addition, the County has a Facebook page, www.facebook.com/pages/RichlandCounty/21957014241, in which our departments updates and events are posted.

II. Funding Sources

A. Federal Funds

Projects identified in the Action Plan will be implemented through the County's 2010 Community Development Block Grant (CDBG), HOME Investment Partnerships, and Stimulus fund allocations. Richland County anticipates receiving approximately \$1,265,130 in CDBG funding and \$559,045 in HOME funding.

Additional funding will be provided through anticipated program income (\$656,700) generated by the County's HOME, CDBG, CDBG R and NSP1 program investments. This includes: Income from infill Housing Development in the Ridgewood Neighborhood (\$199,485); Income from the Homeowner Rehabilitation Program is estimated to be earned through the repayment of three loans that are being serviced by First Citizens Bank (\$6,570); through loans made to Community Housing Development Corporations (\$447,445), and through application fees in the RCHAP program (\$3,200). Additional monies may be generated utilizing the recapture provisions as outlined in the policies and procedures of the housing programs and the CHDO contracts. These provisions ensure compliance with Federal regulations.

Richland County provides administration for the Midlands Area Consortium for the Homeless (MACH) Region's Homeless Management Information System (HMIS) grant funded through HUD's Supportive Housing Program (HUD-SHP). Funding in the amount of \$80,544 from the HUD Supportive Housing Program (HUD-SHP) is included in the listing of funding sources (Table 10-1) for Program Year 2011 and will be allocated solely for the administration of the MACH HMIS Homeless program. HUD requires a local match of 25% for this grant, which Richland County intends to overmatch through CDBG funding in the amount of \$30,000.

Richland County will also continue to provide administration for several stimulus funded grants that were originally funded during the 2009 Program Year. These include the following programs:

1. Neighborhood Stabilization Program 1 (NSP1) was created as a result of Title III of the Housing and Economic Recovery Act (HERA) of 2008. This program provides assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities. During the 2011 fiscal year, estimated NSP1 program income will also be used to acquire and rehabilitate properties to provide homeownership opportunities to income qualified households up to 120% of the area median income. Richland County Community Development Department received an allocation of \$2,221,859 of which \$1,998,688 (90%) has been expended leaving a total of \$223,171 (10%) for FY 2011-2012.
2. Homeless Prevention and Rapid Re-Housing (HPRP) is a stimulus funded program to prevent persons from becoming homeless or to assist those who are experiencing homelessness to be quickly re-housed and stabilized. As grantee, we will continue to monitor the subrecipient's (i.e., The Cooperative Ministry - provides Homeless Prevention services and Trinity Housing Corporation - provides Rapid Re-housing services) program and financial performance to ensure regulatory compliance in all areas. Richland County Community Development Department received an HPRP allocation of \$568,201 of which \$519,152 (92%) has been expended leaving a total of \$ 49,049 (8%) for FY 2011-2012.
3. Community Development Block Grant Recovery (CDBG-R) was created as a result of the American Recovery and Reinvestment ACT of 2009. The program provided was to meet community development needs having a particular urgency and where other financial resources were not reasonably available. Richland County allocated funding to three (3) activities that were consistent with the goals of the Recovery Act. Habitat for Humanities received \$200,000 to pave dirt roads in the Rockgate subdivision; the Columbia Urban League received \$55,000 to make it possible for 25 youth to be employed during the summer of 2010 and to participate in employment and personal development training. Also \$79,569 was committed to the Ridgewood revitalization efforts to strengthen the infill housing initiative; and \$37,000 was reserved for the planning and general administration of CDBG-R activities. The projects were consistent with the Richland County Five Year Consolidated Plan (2007-2012) where "public facilities and improvements" are identified as a high priority. The plan also emphasizes the Neighborhood Revitalization Program and addresses unemployment issues. Richland County Community Development Department received an allocation of \$371,569 of which \$324,216 (87%) has been expended leaving a total of \$47,353 (13%) for FY 2011-2012.

In addition Richland County Community Development applied for and received a total of \$1.3 million in NSP-3 funding from the South Carolina State Housing and Finance Authority. These funds will be used for acquisition and rehabilitation with the end use of rental or homeownership as well as redevelopment. We will continue to work with our funding partners under NSP 1. Activities will take place in census tracts 5, 107.03 and 110. These census tracts were selected based on need scores calculated by HUD using marketing conditions and other factors.

B. County Funds

Richland County will provide a local match as required for the HOME program in Program Year 2011. As feasible, the County will also provide in-kind services, funds for operating costs, funds for furnishings and equipment, other available funds, and real property to carry out the activities identified in this Plan. In past program years, County Departments including Public Works, Procurement, IT, Utilities and the Legal Department have provided in-kind professional services to the County's CDBG and HOME programs. In 2011 the County will also continue to seek donations from private and public entities for services such as engineering to help offset project costs when possible.

In addition, since the inception of its Community Development Program, Richland County has sought partnerships that leverage funding for CDBG and HOME endeavors. In past program years, the County has partnered with the Rural Development Program of the US Department of Agriculture, the SC State Housing Trust fund, the Greater Columbia Association of Home Builders, the Salkehatchie Summer Service, Home Depot, and World Changers for activities undertaken in the County's housing rehabilitation and emergency repair programs. The department is also working on a partnership with Bank of America to maximize NSP3 funds to leverage against their 203K program, thereby allowing even more citizens to benefit. Other partnerships are being explored in the public and private sectors.

Table 10-1 outlines program funding from both Federal and local funding sources for program year 2011.

Table 10-1. Program Year 2011 Funding Sources and Income

Program	New or Current Award Amount
New Federal Funding	
CDBG	\$ 1,265,130
HOME	\$559,045
HUD-SHP (HMIS)	\$80,544
Additional Sources: Carryover/PI/Match	
HOME Program Income (Estimated)	\$111,770
Local Funding HOME Match – Richland County	\$104,821
NSP Program Income	\$466,700
CDBG Program Income	\$42,600
CDBG R Program Income	\$38,700
Stimulus Funds Remaining	
HPRP- Original Grant Amount (\$568,201)	\$49,049
CDBG-R- Original Grant Amount (\$371,569)	\$47,353
NSP-Original Grant Amount (\$2,221,859)	\$223,171
Total Funds Available	\$2,988,883

III. Program Year 2011 Budget

Richland County’s CDBG and HOME programs provide funding for projects in unincorporated areas of the County. During the 2011 Program Year, the County will focus its CDBG efforts and funding on approved master plan project areas, neighborhood revitalization, emergency housing repairs and energy efficiency, and operational costs for a homeless facility, job development/training and match for the MACH HMIS grant, as well as planning and administration of the County’s Community Development Program. The County will focus efforts and funding through HOME funding on housing development in conjunction with the Neighborhood Revitalization Program, countywide Housing Rehabilitation Program, multi-unit and/or Tenant Based Rental Assistance (TBRA) county-wide projects, programmatic and operating funds for CHDOs, and the Richland County Homeownership Assistance Program (RCHAP).

Richland County projects allocations of \$1,307,730 to implement CDBG activities for the 2011 Program Year. The projects proposed for CDBG funding are listed in Table 10-2, including funding allocated per project for Program Year 2011.

Table 10-2. CDBG Proposed Budget, Program Year 2011

New/Ongoing CDBG Projects for Program Year 2011	Total 2011 Funds Allocated
Master Planned Area Projects (25% Grant + Project Delivery Costs)	\$327,000
Emergency Repair Program (includes Project Delivery Costs)	\$300,000
HMIS Grant Administration Match Program	\$30,000
MHA – Transitions (operating costs)	\$50,000
Job Development	\$105,104
Neighborhood Revitalization Program (includes Project Delivery Costs)	\$110,000
Housing Energy Efficiency Program	\$90,000
Five Year Consolidated Plan (20% cap)	\$35,000
Administration (20% cap)	\$218,026
Sources of Funds	
CDBG Program Income (Estimated)	\$42,600
CDBG Entitlement Award	\$1,265,130
Total CDBG Funds Available	\$1,307,730

B. HOME Budget

Richland County expects to receive \$559,045 to implement HOME activities for the 2011 Program Year. In addition, we anticipate approximately \$111,770 in program income along with \$104,821 of Richland County HOME Match. The projects proposed for HOME funding are listed in Table 10-3, including funding allocated for each project for Program Year 2011.

Table 10-3. HOME Proposed Budget, Program Year 2011

HOME Projects for Program Year 2011	Total 2011 Funds Allocated
Housing Rehabilitation Program (HR) * - includes project delivery costs	\$36,000
Down payment Assistance Program (RCHAP) * - - includes project delivery costs	\$7,000
CHDO Set Aside (15% of grant award) and Operating Funds (\$ 83,857 plus \$76,283)	\$160,140
Multi-Unit rental and/or Tenant Based Rental from RFA/RFQ	\$300,000
Administration (not to exceed 10%)	\$55,905
TOTAL HOME ENTITLEMENT BUDGET	\$559,045
Sources of Funds	
HOME Program Income	\$111,770
Richland County HOME Match – 25% <i>*To be awarded by County</i>	\$104,821
HOME Entitlement Award	\$559,045
Total HOME Funds Available	\$775,636
Additional HOME Programs Using HOME Program Income (Estimated)**	
Housing Rehabilitation Program (HR)	\$6,570
Down payment Assistance Program (RCHAP)	\$3,200
CHDO/Developers/Sub-recipients (CHDO)	\$102,000

*These programs will use FY 10-11 HOME funds plus HOME match to implement these activities.

**Program income will be used towards CHDO activities.

IV. Specific Annual Objectives

Program Year 2011 will address the following objectives selected from the County's 5-Year Consolidated Plan.

- Priority Need 1: Improve the quality and availability of decent, safe and affordable housing.
- Priority Need 2: Provide for adequate and safe public facilities and infrastructure.
- Priority Need 3: Revitalize LMI neighborhoods.
- Priority Need 4: Provide for and support programs and services for the homeless.
- Priority Need 5: Collaborate with RC Planning and Development and provide support programs and services to Master Planned project areas.

- Priority Need 6: Provide planning activities to determine needs, establish priorities and develop implementation strategies to meet the needs of LMI areas and residents.
- Priority Need 7: Strengthen partnerships with community based organizations, neighborhood associations and neighboring local governments to further the County's capacity to serve as well as collaborate and coordinate community development activities.

Table 10-4 summarizes the priority needs and objectives of the 5-year Consolidated Plan that will be addressed by the projects proposed for the 2011 Program Year and lists performance indicators for each proposed project.

Table 10-4. 2011 Projects, Priority Needs, Objectives and Performance Indicators (HUD Table 3A)

2011 Annual Action Plan Projects	Consolidated Plan (CP) Priority Need	CP Objectives	Performance Indicator
CDBG Projects			
1. Master Planned Area Projects	#5 Collaborate with RC Planning and Development and provide support programs and services to Master Planned project areas.	5.0	Elimination of slum and/or blighting influences or benefit low income areas.
2. Emergency Repair Program (ER)	#1. Improve the quality & availability of decent, safe & affordable housing.	1.1.1	10 homes repaired
3. HMIS Match	#4. Provide administration and local match for the MACH Region's HMIS grants.	4.2.1	2,650 homeless individuals & 2,500 families provided services.
4. Midlands Housing Alliance (MHA) Transitions	#4. Provide for & support programs & services for the homeless.	4.1.1	150-214 homeless individuals provided services.
5. Job Development	#7. Work with community partners, neighborhood associations and neighboring local governments to coordinate community development activities.	7.3.2	15 development and/or training opportunities.
6. Neighborhood Revitalization Program	#3 Revitalize LMI neighborhoods.	3.0	Revitalize LMI neighborhoods
7. Housing Energy Efficiency Program	#1. Improve the quality & availability of decent, safe & affordable housing.	1.1.1	18 units assisted

8. Five Year Consolidated Plan	#6. Provide planning activities to determine needs, establish priorities and develop implementation strategies to meet the needs of LMI areas and residents.	6.1	Meet the needs of LMI areas and residents.
9. Administration (20%)	#6. Provide planning activities and studies to determine needs, establish priorities and develop implementation strategies to meet the needs of LMI areas and residents.	6.2	n/a
HOME Projects			
10. Housing Rehabilitation Program (HR)	#1. Improve the quality & availability of decent, safe & affordable housing.	1.1.2	12-15 homes rehabilitated
11. Down Payment Assistance Program (RCHAP)	#1. Improve the quality and availability of decent, safe and affordable housing.	1.2.1	16-32 New Home Owners (depending on individual assistance amount)
12. CHDO Set Aside (exceeds 15% minimum) and CHDO Operating Funds	#3. Revitalize LMI neighborhoods.	3.1.1 3.1.4	Rehabilitate homes. Seek partnerships for development of vacant infill properties.
13. Multi-Unit rental and/or Tenant Based Rental from RFA/RFQ	#1. Improve the quality and availability of decent, safe and affordable housing.	1.2 1.3.1	Acquire, rehab, and/or redevelopment 4 units
14. Administration (not to exceed 10%)	#6. Provide planning activities and studies to determine needs, establish priorities and develop implementation strategies to meet the needs of LMI areas and residents.	6.2	n/a

In September 2003, HUD issued *CPD Notice 03-09* regarding performance measurement. In the notice, HUD strongly encouraged each grantee under its Office of Community Planning and Development (CPD) formula, which includes Richland County's CDBG and HOME programs, to develop and use a performance measurement system. In addition, it described the need for HUD to begin to show the results of the federal dollars spent on the activities funded by the CDBG program. On March 7, 2006 HUD established its new standards for performance measurement through the publication of the *Notice of Outcome Performance Measurement System for Community*

Planning and Development Formula Grant Programs in the Federal Register. As described in the Federal Register, the outcome performance measurement system will enable HUD to collect information on the outcomes of activities funded with CPD formula grant assistance and to aggregate that information at the national, state, and local level.

In preparation for the new system, Richland County Community Development staff attended a workshop on HUD's proposed performance measurement system. Since that time, CDBG staff has reviewed records and projects, revised all necessary forms, and communicated with community development partners to ensure that adequate information is collected when needed. Each project or activity funded by the Richland County Community Development program falls under one of the following three objectives that relate to the statutory purposes of the program:

1. Creating a Suitable Living Environment. In general, this objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment. It relates to activities that are intended to address a wide range of issues faced by LMI persons from physical problems with their environment, such as poor quality infrastructure, social issues such as crime prevention, literacy, or health services.
2. Providing Decent Housing. The activities that typically would be found under this objective are designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs.
3. Creating Economic Opportunities. This objective applies to types of activities related to economic development, commercial revitalization, or job creation.

For each objective selected for a specific project, one of three outcome categories will be chosen that best reflects what is proposed to be achieved by funding the activity. The three outcome categories are:

1. Improving Availability or Accessibility. This outcome category applies to activities that make services, infrastructure, public services, housing, or shelter available or accessible to low and moderate-income persons, including those with disabilities. In this category, accessibility not only refers to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate-income persons. Where a service or facility did not exist, the assistance provided results in new access to that service or facility. Where a service or facility was limited in size or capacity, and the assistance expanded the existing service or facility, the result would be improved access.
2. Improving Affordability. This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate-income people. It can include creating or maintaining affordable housing, basic infrastructure hookups, or services such as transportation or daycare.

3. Improving Sustainability. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

The three overarching objectives are matched with the three outcome categories, resulting in nine (9) groups of **outcome/objective statements** under which to report the activity or project data to document the results of the activities or projects. The **outcome/objective statements** will be reviewed and assigned to each proposed activity, project and program for Program Year 2011 to comply with the requirements of the performance measurement standards (Table 10-5).

Table 10-5. HUD Performance Measurement Outcome Framework

	Outcome 1: Availability or Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective 1: Suitable Living Environment	Enhance suitable living environment through improved accessibility SL-1	Enhance suitable living environment through improved or new affordability SL-2	Enhance suitable living environment through improved or new sustainability SL-3
Objective 2: Decent Housing	Create decent housing with improved or new availability DH-1	Create decent housing with improved or new affordability DH-2	Create decent Housing with improved or new sustainability DH-3
Objective 3: Economic Opportunities	Provide economic opportunity through improved or new accessibility EO-1	Provide economic opportunity through improved or new affordability EO-2	Provide economic opportunity through improved or new sustainability EO-3

VI. Description of Proposed Projects

Richland County plans to undertake 14 major projects, including planning and administration of the CDBG and HOME programs, during Program Year 2011. Tables 10-6 through 10-19 (HUD Table 3C) describe each major project, including project description, location, funding type and amount, performance indicators, project start and completion dates, as well as all required HUD citations and objectives.

Table 10-6. Project 1 – Master Planned Area Projects (HUD Table 3C)

Jurisdiction’s Name: Richland County Community Development Department

Priority Need:

CP Priority Need 5: Collaborate with RC Planning and Development and provide support programs and services to Master Planned project areas.

Project Title:

Master Planned Area Projects

Description:

The Neighborhood Improvement Program (NIP) will begin Phase I’s for multiple Council-approved Master Plans. Phase I will include soft costs such as environmental assessments, appraisals, engineering cost estimates and surveying for the following areas and types of projects: Crane Creek (pedestrian park construction); Broad River Corridor (street signage and transportation improvements); Candlewood (neighborhood park construction); South East Richland (streetscape design at Garner’s Ferry and Lower Richland Blvd); Trenholm/New Castle (mobile home park demolition and redevelopment); and Broad River Heights (sidewalk design and installation). The cost estimate for these soft cost items are \$50,000 +/- per community. The budget also contains \$10,000 in project delivery costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

Crane Creek, Broad River Road Corridor; Candlewood, Trenholm Acres/Newcastle, South East Richland and Broad River Heights.

Specific Objective Number SL-3	Project ID 2011-01	Funding Sources	
HUD Matrix Code 03	CDBG Citation 570.201(c)	CDBG	\$327,000
Type of Recipient Local Government	CDBG National Objective LMI Area (LMA)	ESG	
Start Date 10/01/2011	Completion Date 9/30/2012	HOME	
Performance Indicator 2 projects	Annual Units 2	HOPWA	
Local ID n/a	Units Upon Completion 2 parks, 1 sidewalk, 1 streetscape plan	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$327,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-7. Project 2 – Emergency Repair Program (ER)
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need Owner-Occupied Housing
CP Priority Need 1: Improve the quality and availability of decent, safe, and affordable housing

Project Title
Emergency Repair Program

Description
The Emergency Repair Program will provide financial and technical assistance to low income homeowners in need of emergency housing repairs. Assistance will be provided to LMI homeowners located in the unincorporated areas of Richland County. The program proposes to assist 10 - 13 eligible homeowners in the 2011 Program Year. The project includes project delivery costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:
LMI areas and neighborhoods within the unincorporated areas of Richland County.

Specific Objective Number DH-3	Project ID 2011-02
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective LMI Housing (LMH)
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Homes repaired	Annual Units 10 -13 homes
Local ID n/a	Units Upon Completion 10 -13 homes

Funding Sources:

CDBG	\$300,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$300,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-8. Project 3 – HMIS Grant Administration Match Program
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 4: Provide for and support programs and services for the homeless.

Project Title

HMIS Grant Administration Match Program

Description

In Program Year 2007, Richland County became the grantee for three (3) regional Homeless Management Information System (HMIS) grants, through funding provided by the HUD Supportive Housing Program (SHP). HUD requires a local match of 25% for SHP grants, which Richland County intends to provide through CDBG funding in the amount of \$30,000. An estimated 2,650 homeless individuals and 2,500 homeless families are provided services annually through the HMIS for the MACH Region.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

The 14-County Midlands Area Consortium for the Homeless (MACH) region

Specific Objective Number DH-1	Project ID 2011-3
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Local Government	CDBG National Objective LMI Area (LMA)
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Homeless persons assisted	Annual Units 2650 persons
Local ID n/a	Units Upon Completion 2650 persons

Funding Sources:

CDBG	\$30,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$30,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-9. Project 4 – Midlands Housing Alliance (MHA) Transitions
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 1: Improve the quality and availability of decent, safe, and affordable housing.

Project Title

Midlands Housing Alliance (MHA) Transitions

Description

This is a public service project that will provide operational cost for the Transitions homeless transition center. This purpose of this center is to move people from homelessness to permanent housing. It contains up to 214 beds for homeless persons in the midlands. Transitions will also provide a day center for up to 150 people to engage chronically homeless persons while providing basic needs such as food, showers and laundry. The project is a multi-regional effort and will receive funding support from other municipalities and local governments.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

Near the intersection of Elmwood Ave. and Main Street, within downtown area..

Specific Objective Number SL1	Project ID 2011-10
HUD Matrix Code 03T	CDBG Citation 570.201(e)
Type of Recipient Local Government	CDBG National Objective LMI Limited Clientele (LMC)
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Persons served.	Annual Units 150 Persons served.
Local ID n/a	Units Upon Completion Up to 150 persons served.

Funding Sources:	
CDBG	\$50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-10. Project 5 – Job Development
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction’s Name Richland County Community Development Department

Priority Need

CP Priority Need 7: Work with community partners, neighborhood associations and neighboring local governments to collaborate and coordinate community development activities.

Project Title

Job Development

Description

In this public service activity Richland County will contract with an outside agency to provide job training opportunities for up to 15 under and unemployed low income persons.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

Unincorporated areas and neighborhoods in Richland County

Specific Objective Number EO-3	Project ID 2011-7
HUD Matrix Code 05H	CDBG Citation 570.201(e)
Type of Recipient Local Government	CDBG National Objective LMC
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Jobs developed or trainings opportunities created	Annual Units Up to 15
Local ID n/a	Units Upon Completion Up to 15

Funding Sources:	
CDBG	\$105,104
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$105,104

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-11. Project 6 – Neighborhood Revitalization Program
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need Neighborhood Revitalization
CP Priority Need 3: Revitalize LMI neighborhoods

Project Title
Neighborhood Revitalization Program

Description
These CDBG funds will be used to complete all of Phase I of the Monticello Road streetscape project during 2011/2012 grant year. This is a continuation of the streetscape project on Monticello Road which runs through the Ridgewood neighborhood. This streetscape project consists of approximately 3,550 l.f. running from the intersection of Monticello Road from Summit Avenue to the 2nd intersection of Monticello Road and Knightner Street. The Ridgewood neighborhood is in Census Tract 106, block group 4 – a block group of which 68% of the residents are LMI. CDBG funds were used FY 2008/09 for streetscape design along the Monticello Road commercial corridor. CDBG funding from 2009/2010 were committed for 2009/2010 and carried over to 2010/2011 for the construction phase of the streetscape project. This project includes project delivery costs. *See Map 10-2 on page 29*

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:
The Ridgewood Neighborhood is located off of Monticello Road in the northwest area of Richland County.

Specific Objective Number SL-3	Project ID 2011-8
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective n.a.
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator New streetscape	Annual Units Up to 1.
Local ID n/a	Units Upon Completion 1

Funding Sources:	
CDBG	\$110,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$110,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-12. Project 7 – Housing Energy Efficiency Program
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 3: Revitalize LMI Neighborhoods

Project Title

Housing Energy Efficiency Program

Description

Richland County Community Development will make funds available to income-qualifying residents to improve their home's energy value. Weatherization reduces energy costs by increasing energy efficiency, which helps to ease the burden of energy bill payments especially in the winter when increased use of heat causes energy prices to soar. Weatherization reduces home energy consumption, and provides a tangible boost to the household budget. The Department will assist with up to 18 homes.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

Unincorporated areas and neighborhoods in Richland County

Specific Objective Number EO-3	Project ID 2011-9
HUD Matrix Code 14F	CDBG Citation LMH
Type of Recipient Local Government	CDBG National Objective LMI Area or LMI Persons
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Housing Units	Annual Units 10
Local ID n/a	Units Upon Completion 18

Funding Sources:	
CDBG	\$90,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$90,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-13. Project 8 – 5 Year Consolidated Plan
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 6: Provide planning activities and studies to determine needs, establish priorities and develop implementation strategies to meet the needs of LMI areas and residents

Project Title

5 Year Consolidated Plan

Description

Funds will be used to procure a consultant to complete a 5 year (FY 2012-2016) Consolidated Plan for Richland County.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

N/A

Specific Objective Number n.a.	Project ID 2011-04
HUD Matrix Code 21E	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective LMI Area (LMA)
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator 1 Consolidated Plan.	Annual Units 1 Consolidated Plan.

Funding Sources:	
CDBG	\$35,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$35,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-14. Project 9 – Administration – not to exceed 20%
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 6: Provide planning activities and studies to determine needs, establish priorities and develop implementation strategies to meet the needs of LMI areas and residents

CP Priority Need 7: Work with community partners, neighborhood associations and neighboring local governments to collaborate and coordinate community development activities.

Project Title

General Administration

Description

General Administration – not to exceed 20%. Cost associated with the operational needs to complete programs and projects.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

Unincorporated areas and neighborhoods in Richland County

Specific Objective Number n/a	Project ID 2010-10
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective n/a
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator n/a	Annual Units n/a
Local ID n/a	Units Upon Completion n/a

Funding Sources:	
CDBG	\$218,026
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$218,026

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-15. Project 10 – HOME Housing Rehabilitation Program (HR)
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need Owner-Occupied Housing
CP Priority Need 1: Improve the quality and availability of decent, safe, and affordable housing.

Project Title
Housing Rehabilitation Program (HR)

Description
Richland County continues to process requests for housing rehabilitation assistance for low-income homeowners living in the unincorporated areas of the County. In addition to the HOME funds that will be provided through the County's *Neighborhood Revitalization Program* for home rehabilitation/reconstruction, HOME funds and Program Income will also be used to fund the Housing Rehabilitation Program for owner-occupied housing units. This program utilizes a recapture provision that consist of a 10 Year Deferred Forgivable Loan. This loan is forgiven over a 10 year period as long as the owner continues to own and occupy the house as his primary residence and maintains the property to the best of their ability. The Housing Rehabilitation program proposes to assist 12-15 homes in Program Year 2011. Prior year funds plus HOME matching will be used to assist with this program. This project includes project delivery costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:
The unincorporated areas and neighborhoods of Richland County

Specific Objective Number DH-3	Project ID 2011-11
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective n.a.
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Houses Rehabilitated	Annual Units 12-15 houses
Local ID n/a	Units Upon Completion 12-15 houses

Funding Sources:	
CDBG	
ESG	
HOME	\$36,000
HOPWA	
Total Formula	
Prior Year Funds	\$300,000
Assisted Housing	
PHA	
Other Funding	
Total	\$336,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-16. Project 11 – Down payment Assistance Program (RCHAP)
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 1: Improve the quality and availability of decent, safe, and affordable housing.

Project Title

Richland County Homeownership Assistance Program (RCHAP)

Description

The County will fund RCHAP (Downpayment Assistance or DPA) with the newly allocated HOME funds. The program will provide down payment and/or closing costs, financial education, and counseling to potential first-time homebuyers who meet the LMI family income limits established by HUD for Richland County. Potential buyers will be encouraged to consider purchasing homes in neighborhoods targeted through the *Neighborhood Revitalization Program*, but will also allow potential homebuyers to purchase elsewhere in the unincorporated areas of the County. This program utilizes a recapture provision that consist of a 5 Year Deferred Forgivable Loan. This loan is forgiven over a 5 year period as long as the owner continues to own and occupy the house as his primary residence and maintains the property to the best of their ability. In the 2011 Program Year, the County will use \$160,000 from FY 2010-2011 HOME funds plus HOME match to fund RCHAP. The program will enable a projected up to 30 LMI families to benefit from DPA this year. This project includes project delivery costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

Targeted neighborhoods and the unincorporated areas of Richland County

Specific Objective Number DH-2	Project ID 2011-12
HUD Matrix Code 13	CDBG Citation 570.201(n)
Type of Recipient Local Government	CDBG National Objective n.a.
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator DPA/new owner occupants	Annual Units Up to 30
Local ID n/a	Units Upon Completion Up to 30

Funding Sources:

CDBG
ESG
HOME	\$7,000
HOPWA
Total Formula
Prior Year Funds	\$160,000
Assisted Housing
PHA
Other Funding
Total	\$167,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-17 Project 12 – CHDO Set Aside (exceeds 15% minimum) and Operating Funds
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction's Name Richland County Community Development Department

Priority Need

CP Priority Need 3: Revitalize LMI neighborhoods

Project Title

CHDO Set Aside (exceeds 15% minimum- \$83,857 plus \$76,283) and Operating Funds

Description

A minimum of 15% of the County's HOME funds are required to be awarded to organization which are designated by Richland County as a County Community Housing Development Organization (CHDO). The funding must be used by designated CHDOs for eligible housing development activities, including construction, acquisition, and rehabilitation of housing and down payment assistance. Richland County will also add an additional \$76,283 for CHDO Operating Funds. In the County's agreements with CHDOs resale or recapture provisions are inserted depending on the type of activity (rental or homeownership) being undertaken.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

The unincorporated areas of Richland County

Specific Objective Number DH-1/DH-2	Project ID 2011-13
HUD Matrix Code 12/14A/14B	CDBG Citation 570.201(m)/570.202
Type of Recipient Local Government	CDBG National Objective n.a.
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Increase number of affordable houses	Annual Units 2 or more
Local ID n/a	Units Upon Completion 2

Funding Sources:

CDBG
ESG
HOME	\$160,140
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$160,140

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-18. Project 13 – Multi-Unit Rental and/or Tenant Based Rental from RFA/RFQ
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction’s Name Richland County Community Development Department

Priority Need

CP Priority Need 1: Improve the quality and availability of decent, safe, and affordable housing.

Project Title

Multi-Unit Rental and/or Tenant Based Rental from RFA/RFQ

Description

Acquire, Rehabilitate and/or redevelop 4 units. A RFQ/RFA will be released for affordable housing rental and/or homeownership. In the County’s agreements with CHDOs resale or recapture provisions are inserted depending on the type of activity (rental or homeownership) being undertaken.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

The unincorporated areas of Richland County

Specific Objective Number SL-1	Project ID 2011-15
HUD Matrix Code 14B & 14G	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective n.a.
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator Housing units and/or TBRA	Annual Units 2
Local ID n.a.	Units Upon Completion 4

Funding Sources:	
CDBG	
ESG	
HOME	\$300,000
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
Other	
Other	
Total	\$300,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 10-19. Project 14 – Administration (not to exceed 10%)
Consolidated Plan Listing of Projects (HUD Table 3C)**

Jurisdiction’s Name Richland County Community Development Department

Priority Need

CP Priority Need 6: Provide planning activities and studies to determine needs, establish priorities, and develop implementation strategies to meet the needs of LMI areas and residents.

Project Title

Administration (not to exceed 10%)

Description

Administration and planning activities for the Richland County HOME Program comprise no more than 10% of HOME funds for Program Year 2011. Any anticipated program income may also be designated for such use. Richland County’s proposed HOME administrative costs include funding for FT & PT to include the Housing Manager.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area:

The unincorporated areas of Richland County

Specific Objective Number DH-1/DH-2	Project ID 2011-15
HUD Matrix Code 21H	CDBG Citation n/a
Type of Recipient Local Government	CDBG National Objective n/a
Start Date 10/01/2011	Completion Date 9/30/2012
Performance Indicator n/a	Annual Units n/a
Local ID n/a	Units Upon Completion n/a

Funding Sources:	
CDBG	
ESG	
HOME	\$55,905
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
Other	
Other	
Total	\$55,905

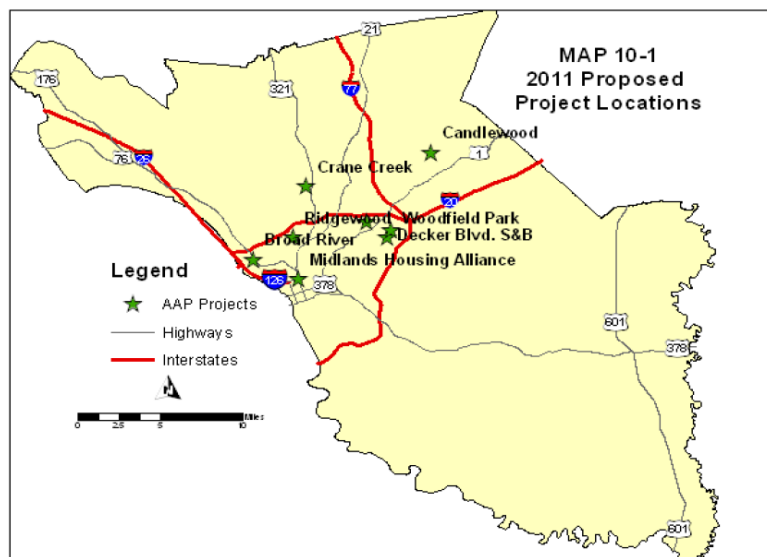
The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

VII. Geographic Distribution

While the FY 11-12 CDBG and HOME funds will benefit over 70% low to moderate income persons, the Ridgewood Revitalization will have approximately 35% of the funds dedicated to this target area. A total of 25% of the CDBG funds (\$317,000) will benefit low income Richland County Master Planned Areas such as Broad River, Candlewood, Crane Creek, Trenholm Acres/New Castle and Woodfield Park. The primary Project Manager for this will be the Neighborhood Improvement Program (NIP), located within the County's Planning Department. These master plans were approved by County Council between 2006 to 2010. Richland County's CDBG and HOME programs continue to target assistance for projects that benefit low and moderate income persons and LMI communities in the unincorporated areas of the County. As approved by County Council, this will be the first fiscal year that the County's Planning and Community Development will begin an on-going funding partnership with use of its CDBG. Over 50% of the HOME funds will be placed into a Request for Qualifications for use of Multi-Unit and/or TBRA or Tenant Based Rental Assistance. HOME funds are to address up to 80% of low-income persons and/or areas. Neighborhood revitalization efforts will continue in the Ridgewood Neighborhood located in the northwestern area of Richland County off of Monticello Road and includes areas of minority concentration.

Map 10-1 illustrates the location of current and proposed HOME and CDBG projects for the 2011 Program Year.

Map 10-1 2011 Proposed Project Locations



Richland County, South Carolina

28

Item# 7

Attachment number 1
Page 30 of 39

Map 10-2 2011 Monticello Streetscape Project



VIII. HOMELESS and Other Special Needs Activities

Richland County continues to participate in the efforts of local, regional and statewide organizations addressing homelessness and special needs activities. This cooperative and collaborative approach reduces redundancies in service provision and mobilizes resources, enabling more efficient and effective delivery of services and resources. Richland County is a representative on the Midlands Area Consortium for the Homeless (MACH) and maintains a working relationship with the Low Income Housing Coalition. The MACH addresses the concerns of the continuum of care, which involves emergency shelter, transitional housing and programs to assist in the areas of permanent housing and independent living.

Richland County continues to administer the MACH Region's HMIS grants, funded through HUD's Supportive Housing Program (SHP). HMIS is a computerized database designed to collect client-level information on the characteristics, service needs and gaps of adults and children experiencing homelessness. The HMIS grants provide funding for user licenses, systems support, computers, and internet access, as well as a System Administrator, Program Director, and other required staff. HUD requires a local match of 25% for the Supportive Housing Program grants, which Richland County intends to provide through CDBG funding.

Richland County continues to work with the United Way of the Midlands to form a Columbia Midlands Housing Trust Fund Program for the homeless and low and moderate income populations. Through these efforts, Richland County will assist the Committee to close the gap on affordable housing and other needs to end chronic homelessness in the Midlands. This effort will also provide gap financing and

incentives to nonprofits and developers to create affordable housing for low and moderate income populations.

Richland County continues to work with United Way and the Midlands Housing Alliance concerning the plans for the transition center for the homeless. Richland County pledged \$250,000 towards the construction of this facility in 2010-2011. The facility is opened and located on the corner of Main Street and Elmwood Avenue and will serve up to 150 day center participants in addition to up to 214 emergency respite, program entry and transitional housing units. For FY 2011-2012, Richland County will provide \$50,000 in operating support for the Midlands Housing Alliance.

Richland County is represented on the MACH grant committee.

IX. Other Actions

A. Obstacles to Meeting Underserved Needs

The following sections of the *2007-2011 Consolidated Plan* provide a basis for identifying underserved needs and the obstacles to meeting these needs in Richland County:

- Community Profile
- Housing Market Analysis
- Housing Needs Assessment
- Homeless Needs Assessment
- Non-Housing Community Development

The Strategic Plan and the proposed activities and projects to be undertaken as described in the Annual Action Plan are intended to help overcome these obstacles to the extent possible with available resources.

B. Foster and Maintain Affordable Housing

Richland County will strive to address the needs for affordable housing as identified in the Five-Year Consolidated Plan. The strategies and objectives for addressing these needs are identified in the Strategic Plan and addressed in the programs and activities proposed by this 2011 Annual Action Plan. In addition, the Community Development Director is a board member of the Affordable Housing Coalition of SC committee, which addresses affordable housing trends and needs. The Community Development Department plans to become a member of the SC Association of Community Development Corporations to foster and strengthen relationships with non-profit housing developers.

C. Remove Barriers to Fair and Affordable Housing

In considering the barriers to affordable housing, it is clear that a number of factors impact the availability of affordable housing including the availability and price of land, availability of financing, poor credit issues, lack of capital for down payment and closing costs, and the rules, regulations and fees governing development and construction. While the private sector seeks to fill the demand for housing in terms of type, size and value, the public sector impacts the process through policies including development regulations, zoning, building code enforcement, provision of infrastructure, and through the fees charged to implement these policies. Through ongoing analysis and review of these factors and other related issues described in the Plan, Richland County will seek to remove any barriers and support the increase of housing opportunities for low and moderate-income persons and households.

Richland County is committed to affirmatively furthering fair housing choice. The *2004 Richland County Analysis of Impediments (AI) to Fair Housing* has served as a guide to plan a course of action designed to remedy existing conditions that impede equal access to affordable housing. Beginning 2012 the County will implement the strategies outlined in the 2011 updated Analysis of Impediments to Fair Housing; Section 504 Plan; Limited English Proficiency Plan; Section 3 Plan; and a Marketing Plan. The new documents will serve as guides and the strategies within will provide the frame work to address the impediments identified under the updated AI. The AI identifies multiple, often interrelated, conditions, actions and policies that affect housing choice. These impediments and barriers, believed to possibly hinder fair housing access in Richland County, when approved by County Council will be the focus for planning efforts and action steps.

Although certain circumstances influence where attention is given year after year, we stand committed to take action and implement strategies that will help to overcome identified barriers. Those actions and activities include but are not limited to a designated Community Development staff member responsible for keeping Richland County in compliance with Federal regulations pertaining to Title VIII of the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973 and Section 3 of the Housing and Urban Development Act of 1968; staff participation in training opportunities, sharing information within county government, at public meetings and events; the distribution of Fair Housing educational materials and literature at County sponsored events and from County buildings with public access; annual Proclamation during Fair Housing Month and adoption of a Fair Housing theme; the weekly television and radio broadcasts; Richland Revealed and Richland Radio are occasional formats used to inform residents on Fair Housing issues; participation in the Community Relations Council's housing clinics; support of Central Midlands Regional Transit Authority (CMRTA); continued economic recruitment; and tax relief efforts are also avenues taken.

D. Lead-Based Paint Hazards

Richland County has established full compliance with all applicable lead-based paint regulations through incorporation of these regulations into its housing policies and procedures manual. Since August 2002, all housing units provided CDBG or HOME assistance by Richland County must comply with *Title X* of the *1992 Housing and Community Development Act (24 CFR Part 35)*. The intent of the Federal regulation is to identify and address lead-based paint hazards before children are exposed. In compliance with the regulation, Richland County requires evaluation for lead-based paint hazards of all housing units constructed before 1978 that are slated for repairs which may disturb any painted surfaces. If lead paint hazards are found during an evaluation, they are addressed through HUD approved interim control or abatement protocol. The County also distributes and maintains documentation of all required information for homes built before 1978, including the EPA *Lead-based Pamphlet, Notification of Lead Hazard Evaluation, and Notification of Lead Hazard Reduction*, and distributes lead-based paint information at all County sponsored events.

E. Anti-Poverty Strategy

As the lead agency in the implementation of the Consolidated Plan, Richland County will coordinate efforts among its partner organizations to help meet the goals outlined in this Annual Action Plan. Community partners in this effort include neighborhood associations, residents, faith-based organizations, businesses, health and human services agencies, private developers, lenders and non-profit service providers.

To further address the alleviation of poverty, the County will continue its economic development efforts and its partnership with the Central South Carolina Alliance to recruit new businesses and industries to Richland County, as well as retain existing businesses and industries and encourage their expansion. In addition, the newly formed Richland County Economic Development Department will seek to do the same from the County level. The new director, Nelson Lindsay, will be in place by August 2011. Because the creation of economic opportunities is not an isolated solution to alleviating poverty, the County will also work with community partners to identify educational, life skills and training needs and provide opportunities for self-empowerment that will enable LMI residents to become and continue to be self-sufficient and economically independent.

F. Institutional Structure and Coordination of Resources

Richland County works closely with many community partners, federal and state agencies, non-profit organizations, for-profit organizations and neighboring jurisdictions in the formulation and implementation of its Consolidated Plan. These partnerships strengthen the planning process and ensure successful implementation of the Plan. Each partner in the process plays a critical role in the success of the program and brings expertise in a variety of issues and a unique perspective to the table.

Communication and collaboration are key aspects of a successful institutional structure and in the successful implementation of the County's housing and community development strategies.

Richland County coordinates with Lexington County, the City of Columbia, the Columbia Housing Authority, local municipalities and neighboring jurisdictions on matters related to housing and community development. Collaboration is also ongoing with community partners including neighborhood associations, local non-profit organizations, affordable housing developers, service providers, state and federal agencies, the development community and the private sector. These relationships are key to the success of the CDBG program in Richland County and the County intends to continue and strengthen these relationships as well as develop new partnerships to ensure the success of housing and community development efforts both in the County and throughout the Midlands region. In addition, Richland and Lexington Counties along with the City continue discussions on collaborations and joint ventures. The Richland County Community Development Department meets quarterly with City of Columbia, Lexington County, Columbia Housing Authority, and United Way for roundtable discussions. The Director is a board member of the Affordable Housing Coalition of South Carolina.

X. Program Specific Requirements

A. Other Forms of Investment

As is required by HOME regulations, Richland County will match the HOME grant with County funds in the amount of \$104,821. Financial donations from local banks and for-profit companies will provide \$1,000 to assist with our activities. Other for-profit companies will provide \$1,500 in services and materials to assist with our activities. The County will also continue to solicit donations and leveraged funds from our existing partners while continuing to look for areas where we can create new partnerships.

B. Resale/Recapture Provisions

Richland County uses both recapture and resale provisions to ensure that all or a portion of the County's HOME investments will be recouped if the household or entity does not adhere to the terms of the HOME agreement for the duration of the period of affordability.

For the Homeowner Rehabilitation Program the County utilizes a ten year Deferred Forgivable Loan agreement as the mechanism for a recapture provision. The HOME assistance is forgiven on a prorated basis over a ten year period as long as the homeowner continues to own and live in the assisted unit as their primary place of residence for the county's self imposed 10 year period of affordability.

For the Richland County Homeownership Assistance Program (RCHAP) a five (5) year Deferred Forgivable Loan agreement is used as the mechanism for a recapture provision. With this agreement the HOME assistance is forgiven over a five year period as long as the homeowner continues to own and live in the assisted unit as their primary place of residence for the 5 year period of affordability.

In the County's agreements with CHDOs resale or recapture provisions are inserted depending on the type of activity being undertaken. In activities that involve new construction or acquisition, rehabilitation and resale of owner-occupied housing the County includes a resale provision to ensure, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability, that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low- income family and will use the property as its principal residence. The resale requirement also ensures that the price at resale provides the original HOME assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure that the housing will remain affordable to a reasonable range of low-income homebuyers. The period of affordability is based on the total amount of HOME funds invested in the housing.

In CHDO activities that involve new construction or acquisition and rehabilitation of rental housing the County inserts a recapture provision to ensure that all or a portion of the HOME investment is recouped if the CHDO does not adhere to the terms of the HOME agreement for the duration of the period of affordability.

XI. Public Housing

The **Columbia Housing Authority** is an autonomous, non-profit public housing agency serving the residents of the City of Columbia and Richland County. The CHA owns and maintains more than 2,075 units of conventional public housing, which are available to families of low and moderate incomes. The Housing Authority also administers the Section 8 Housing Choice Voucher Program for residents of Richland County, providing rental assistance to persons with low income who want to live in homes in the private rental market, but cannot afford market rental rates. The CHA also provides several programs aimed at helping families become financially independent and become homeowners. Since becoming an Entitlement Community, Richland County has worked with the Columbia Housing Authority to strengthen their relationship, to better utilize programs and resources by avoiding duplication, and appropriately target housing to County residents in need. In addition we partner with the Columbia Housing Authority by using their Homeownership Program to ensure that families receiving our RCHAP funds are fully aware of the responsibilities of home ownership. This program includes four (4) classes which include banking and mortgage terminology, budget and credit, home buying, and home and yard maintenance. We also conduct outreach to residents of public housing by providing information to the CHA and by participating in housing clinics with the Greater Columbia Community Relations Council and other neighborhood and housing agency providers. Finally Richland County has used CDBG funds to assist

CHA (section 3 residents) by providing job development and other economic development programs to individuals residing in public housing, receiving Section 8 assistance, and for Housing First (chronically homeless) and Permanent Supportive Housing (disabled homeless HUD funded program) participants. There are also 3100 vouchers in Section 8 and a total of 155 VASH vouchers to be awarded in the upcoming year.

XII. Monitoring and Compliance

Richland County ensures that all housing projects meet the Housing Quality Standards (HQS) and other local housing codes by staff and paid consultant inspections. Richland County recognizes the importance of maintaining appropriate performance measurements of its CDBG and HOME projects and programs. Community Development staff provide management for the CDBG and HOME programs and continuously monitor activities and projects. The staff has developed guidelines and processes that include performance measurements to ensure that Richland County meets all federal requirements and remains in compliance. Using the HUD monitoring checklist as a guide, Richland County will periodically evaluate staff performance and program performance against the current Consolidated Plan.

Richland County has financial and programmatic processes in place to ensure that contractors and sub-recipients are in compliance, and that activities and procedures can be tracked accordingly. This includes contract provisions that ensure affirmatively marking for fair housing, and procurement procedures to ensure minority participation. The County will monitor HOME assisted projects completed by a sub-recipient or contractor on an annual basis and will prepare a report that will be filed for future reference. The County will also ensure compliance with program requirements, including the timely expenditure of federal funds. A higher emphasis will be made to produce a healthy mix of smaller, quicker expenditures with larger more impactful projects.

XIII. Anti-Displacement Plan

It is the policy of Richland County to make all reasonable efforts to ensure that activities undertaken with CDBG and HOME Program funds will not cause unnecessary displacement. The County will continue to administer the CDBG and HOME Programs in such a manner that careful consideration is given during the planning phase to avoid displacement. Displacement of any nature shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public.

If a displacement is precipitated by activities that require the acquisition (either in whole or in part) or rehabilitation of real property directly by Richland County or its agent, all appropriate benefits as required by the *Uniform Relocation Assistance and Real Property Acquisition Policies' Act* of 1970 and amendments – the "Uniform Act" or the

Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) – shall be provided to the displaced person or persons. Information about these programs is provided to all persons who may potentially be displaced in the form of informational brochures and explained in detail by the County's Community Development staff.

Richland County will replace all low and moderate-income dwelling units that are occupied or vacant ***but suitable for occupancy*** and that are demolished or converted to a use other than as low and moderate-income housing in connection with an activity assisted with funds provided under the *Housing and Community Development Act of 1974*, as amended, as described in *24 CFR 570.606(c)(1)*. All replacement housing will be provided within four years after the commencement of the demolition or conversion. Before entering into a contract committing the County to provide funds for an activity that will directly result in demolition or conversion, the County will make a public notice in a local newspaper and submit to HUD the following information in writing:

- A description of the proposed assisted activity.
- The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low or moderate-income dwelling units as a direct result of the assisted activities.
- A time schedule for the commencement and completion of the demolition or conversion.
- To the extent known, the location on a map and the number of dwelling units by size that will be provided as replacement dwelling units.
- The source of funding and a time schedule for the provision of the replacement dwelling units.
- The basis for concluding that each replacement dwelling unit will remain a low or moderate-income dwelling unit for at least 10 years from the date of initial occupancy.
- Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (for example, a two-bedroom unit with two one-bedroom units), is consistent with the housing needs of lower-income households in the County.

If such data are not available for last four items at the time of the general submission, the County will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available.

The Richland County Community Development Department is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. The Department is also responsible for ensuring that relocation assistance, as described in *570.606(c)(2)*, is provided to any lower-income person displaced by the

demolition of any dwelling unit or the conversion of a low or moderate-income dwelling unit to another use in connection with an assisted activity.

Consistent with the goals and objectives of activities assisted under the Act, the County will take the following steps to minimize the displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners.
- Assist as needed homeowners to locate temporary housing to house persons who must be temporarily relocated during rehabilitation.
- Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.

XIV. Definition of Income

The County has adopted the IRS definition of adjusted gross income for purposes of determining eligibility to participate in all CDBG and/or HOME programs (except for the HOME funded RCHAP), as well as determining area-wide benefit under the CDBG program. The Richland County Housing Assistance Program (RCHAP) uses the Section 8 definition of annual Income. The County has developed policies and procedures to ensure that these definitions are implemented consistently and accurately.

Richland County Council Request of Action

Subject

Mass Transit Fee: Commercial Vehicles (pages 72-75)

Reviews

Richland County Council Request of Action

Subject: Mass Transit Fee: Commercial Vehicles

A. Purpose

Council is requested to consider the motion made at the October 4, 2011 Council Meeting, and direct staff as appropriate.

B. Background / Discussion

The following motion was made at the October 4, 2011 Council Meeting by Councilman Malinowski:

That only vehicles registered as commercial vehicles will pay the commercial fee as it relates to the CMRTA fee.

Historically, the Mass Transit Fee applies to both commercial and private vehicles. The fees are assessed to cover costs associated with funding mass transit (CMRTA) in Richland County.

There are approximately 26,000 commercial vehicles and 288,000 private vehicles in Richland County.

Mr. Malinowski's motion is meant to address certain vehicles, such as farm vehicles not registered as passenger vehicles, being inappropriately classified as commercial vehicles. According to Mr. Malinowski, SC State Law does not classify a farm vehicle as a commercial vehicle, and therefore, these vehicles should not be classified as such, nor charged the commercial Mass Transit Fee. Mr. Malinowski states that the intent is to only charge the commercial Mass Transit Fee [\$7.50] on a vehicle that is truly commercial, and all other vehicles should be charged the lesser [\$5.00 – private vehicle] fee.

Because the Auditor's Office classifies vehicles into two categories for the purpose of the Mass Transit Fee – commercial vehicles and private vehicles - it is not known if a farm vehicle classification (or other non-commercial vehicle currently being classified as commercial) could be broken out from the commercial vehicle classification. The Auditor is included in the routing process to determine and comment on this capability.

Staff also performed a search in the SC State Code for references to farm vehicles, based upon Mr. Malinowski's reference. The results are included below for your convenience:

SECTION 56-3-670. Fees for farm truck licenses; violations; penalties. [SC ST SEC 56-3-670]

(A) For the purpose of this section, farm truck is defined as a truck used exclusively

by the owner for agricultural, horticultural, dairying, livestock, and poultry operations and includes transporting farm processed horticultural products, including soil amendments and mulches owned by the truck's owner or another person, including first market. However, farm trucks with an empty weight of less than seven thousand five hundred pounds may be used for ordinary domestic purposes and general transportation but must not be used to transport persons or property for hire.

(B) The Department of Motor Vehicles shall issue to bona fide farmers special farm vehicle licenses on an annual basis for farm trucks for a fee as follows according to the gross vehicle weight of the truck:

Gross Vehicle Weight Fee

- (1) Up to 26,499 pounds \$ 12.00
- (2) 26,500 to 32,499 pounds \$ 15.00
- (3) 32,500 to 42,500 pounds \$ 30.00
- (4) 42,501 to 52,500 pounds \$ 60.00
- (5) 52,501 to 62,500 pounds \$ 80.00
- (6) 62,501 to 72,500 pounds \$ 100.00
- (7) 72,501 to 80,000 pounds \$ 120.00 .

Nothing in this section exempts farm vehicles from gross weight-axle requirements contained in Section 56-5-4140.

(C) A person who is issued a farm license plate for the purpose defined in this section and uses the license plate for purposes other than those defined is guilty of a misdemeanor and, upon conviction, must be fined not more than two hundred dollars or imprisoned not more than thirty days, or both.

C. Financial Impact

It is not known at this time how many vehicles are classified as commercial, but should potentially not be. Therefore, the financial impact is not known at this time.

At third reading of the FY 12 budget, Council approved funding for mass transit in the amount of \$1,670,000, which comes from the fund balance in Road Maintenance / Mass Transit Fee. Also at third reading of the FY 12 budget, Council approved a \$7.50 Mass Transit Fee for commercial vehicles, and a \$5.00 Mass Transit Fee for private vehicles for FY 13. This equates to approximately \$1,600,000 for mass transit funding in FY 13. These revenues were based on 26,000 commercial vehicles and 288,000 private vehicles.

D. Alternatives

1. Approve the motion. Doing so will decrease the amount of Mass Transit Fee revenues to an uncertain degree.
2. Do not approve the motion at this time.

E. Recommendation

By: Motion by Councilman Malinowski, October 4, 2011

F. Reviews

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

Auditor

Reviewed by: Paul Brawley

Date:

- Recommend Council approval Recommend Council denial
- Council Discretion (please explain if checked)

Comments regarding recommendation:

We have approximately 400 Farm Tags registered in Richland County. It will cost approximately \$2,500 to modify the billing software to accommodate the requested change and still involve direct intervention from my staff to insure that the lower fee is applied. Farm vehicles are assessed at 10.5% of market value just like other commercial vehicles and the fees are applied in the same manner. Farming is a commercial venture.

Finance

Reviewed by: Daniel Driggers

Date:

- Recommend Council approval Recommend Council denial
- Council Discretion (please explain if checked)

Comments regarding recommendation:

Considering the funding source for the FY12 approved budget, the proposed exemption would have no financial impact on the Mass Transit Fund for the current year. Council would need to consider how to fund the \$2,500 for the billing software upgrade mentioned by the County Auditor. Using the 400 Farm Tags stated above, the exemption would generate approximately \$3,000 less for FY13 funding which would need to be considered during the FY13 budget process next year.

Legal

Reviewed by: Larry Smith

Date:

- Recommend Council approval Recommend Council denial

✓ Council Discretion (please explain if checked) Council has the legal authority to determine for purposes of the ordinance which vehicles will be considered to be commercial vehicles.

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date:

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: While the proposed exemption of farm vehicles is clearly a policy question, it should be noted that the reduction in revenue that the exemption will create for FY 13 will need to be addressed as the FY 13 budget is developed.

Richland County Council Request of Action

Subject

Criminal Domestic Violence Court Grant Match (pages 77-79)

Reviews

Richland County Council Request of Action

Subject: Criminal Domestic Violence Court Grant Match

A. Purpose

County Council is requested to approve a grant match increase in the amount of \$24,327 needed for the Criminal Domestic Violence (CDV) Court Grant. No new funds are needed if Council allows a budget amendment to move match from other FY12 Solicitor's Office grants that were not fully funded to this grant. The grants mentioned below were approved in the FY12 budget process.

B. Background / Discussion

The Richland County Solicitor's Office received the 2012 Criminal Domestic Violence grant in the amount of \$65,046. The continuation grant funds a prosecution based "centralized" CDV Court (magistrate level) and enhances the prosecutions by using one experienced part-time assistant solicitor and one solicitor's investigator who assists in case preparation and who provides victim assistance.

Unfortunately, this grant was cut by the granting agency. The Solicitor's Office needs an additional \$24,327 to cover the cost of the positions paid through this grant.

The Solicitor's Office has \$28,753 in unused match from the reduced Violent Crime Prosecution Team (\$22,618) and JAG – Technology Improvements (\$6,135) grants that were approved in FY12 budget process and would like to move \$24,327 of this match to the CDV Court grant. By moving matching funds from these grants to the CDV Court grant, no new cash is needed.

The Solicitor's Office is aware that the grant program is likely to have cuts in the next year that may affect the positions tied to this grant. They will address this issue in the upcoming FY13 budget process.

Criminal Domestic Violence Court Grant Total Project Cost: \$119,896

Grant Award:	\$65,046
Existing Budgeted CDV Court Match	\$30,523
Additional Match Needed (from budgeted grants)	<u>\$24,327</u>
Total:	\$119,896

C. Financial Impact

There is no financial impact.

D. Alternatives

1. Approve moving match funds in order to fully fund the Criminal Domestic Violence grant positions.
2. Do not approve, causing the grant to run short.

E. Recommendation

1. It is recommended that Council approve moving match funds in order to fully fund the Criminal Domestic Violence grant positions.

Recommended by: John Stuart Department: Richland County Solicitor's Office Date: 9/23/11

F. Reviews

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

Finance

Reviewed by: Daniel Driggers Date: 10/5/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation: Recommendation is to redirect existing funds therefore would not require a budget amendment. As stated in the ROA, funding for FY13 would need to be addressed during the budget process.

Grants

Reviewed by: Sara Salley Date: 10/6/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith Date:
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett Date: 10/18/11
 Recommend Council approval Recommend Council denial
 Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval to move match funds in order to fully fund the Criminal Domestic Violence grant positions.

FY12 Richland County Budget - County Match Review

Fund Source	PROJECT NAME	TOTAL PROJECT	AWARD	FY12 County Match Cost	FY12 In-Kind Match
General Fund					
Comm Dev	HOME Investment	777,175	560,092	105,017	-
Comm Dev	HMIS Expansion	109,835	80,544	-	29,291
Coroner	JAG - Prescription Drug Investigator	96,898	87,204	9,694	-
Court Admin	Criminal Domestic Violence Court Yr 11 (STOP Violence Against Women) Grant transferred to the Solicitor's Office	122,093	91,570	30,523	
ESD	LEMPG April 2011 - March 2012	121,330	35,040	6,541	79,749
ESD	LEMPG April 2012 - March 2013	121,330	35,040	6,541	79,749
ESD	HMEP	12,000	10,000	-	2,000
ESD	DHEC Grant in Aid	42,200	40,000	2,200	-
Public Works	Rhame Road Sidewalks	283,269	145,000	-	138,269
Sheriff	JAG - School Resource Officer	91,701	82,531	9,170	-
Sheriff	JAG - Violent Fugitive Apprehension	66,369	59,733	6,636	-
Sheriff	Hispanic Outreach	65,000	48,750	16,250	-
Sheriff	Same Sex Interpersonal Violence Support Group	9,000	6,750	2,250	-
Sheriff	JAG - Financial Crimes Investigator	73,065	65,759	7,306	-
Sheriff	VOCA - Victims Advocacy	76,520	61,216	15,304	-
Solicitor	Violent Crime Prosecution Team - Received a reduced award	311,609	280,449	31,160	-
Solicitor	JAG - Technology Improvements - Received a reduced award	61,349	55,214	6,135	-
Solicitor	VAWA Prosecution Team	317,339	244,107	-	73,232
Solicitor	VOCA - Victims Advocates	141,448	113,158	28,290	-
	TOTAL GENERAL FUND	2,899,530	2,102,157	283,017	402,290
Airport					
Airport	Tree Obstruction and Property Acquisition (FAA)	680,750	660,000	20,750	-
	TOTAL AIRPORT	680,750	660,000	20,750	-

GRAND TOTAL FY12 GRANTS REQUIRING MATCH \$ 3,580,280 \$ 2,762,157 \$ 303,767 402,290

Richland County Council Request of Action

Subject

Hispanic Outreach Grant Match (pages 81-83)

Reviews

Richland County Council Request of Action

Subject: Hispanic Outreach Grant Match

A. Purpose

County Council is requested to approve a grant match increase in the amount of \$1,558 needed for the Hispanic Outreach Grant. No new funds are needed if Council allows a budget amendment to move match from other FY12 Sheriff's Department grants that were not fully funded to this grant. The grants mentioned below were approved in the FY12 budget process.

B. Background / Discussion

The Richland County Sheriff's Department received the 2012 Hispanic Outreach grant in the amount of \$38,510. The continuation grant includes one (1) FTE victim advocate that provides services to Richland County with a special emphasis on the Hispanic community.

Unfortunately, this grant was cut by the granting agency. The Sheriff's Department needs an additional \$1,558 to cover the cost of the position paid through this grant.

The Sheriff's Department has \$1,932 in unused match from the reduced Victim Advocacy, Violent Fugitive Apprehension, and Financial Crimes Investigation grants that were approved in FY12 budget process and would like to move \$1,558 of this match to the Hispanic Outreach grant. By moving matching funds from these grants to the Hispanic Outreach grant, no new cash is needed.

The Sheriff's Department is aware that the grant program is likely to have cuts next year that may affect the FTE victim advocate position tied to this grant. They will address this issue in the upcoming FY13 budget process.

Hispanic Outreach Total Project Cost: \$56,318

Grant Award: \$38,510

Approved Match for this Grant: \$16,250

Match Needed (JAG/VOCA grants): \$ 1,558

Total: \$56,318

C. Financial Impact

There is no financial impact.

D. Alternatives

1. Approve moving match funds in order to fully fund the Hispanic Outreach grant position.
2. Do not approve, causing the grant to run short.

E. Recommendation

- 1. It is recommended that Council approve moving match funds in order to fully fund the Hispanic Outreach grant position.

Recommended by:
Traci Dove

Department:
Richland County Sheriff's Dept.

Date:
9/23/11

F. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 10/5/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: recommendation is to redirect existing funds therefore no budget amendment is needed.

Grants

Reviewed by: Sara Salley

Date: 10/6/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 10/19/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval to move matching funds in order to fully fund the Hispanic Outreach grant position.

FY12 Richland County Budget - County Match Review

Fund Source	PROJECT NAME	TOTAL PROJECT	AWARD	FY12 County Match Cost	FY12 In-Kind Match
General Fund					
Comm Dev	HOME Investment	777,175	560,092	105,017	-
Comm Dev	HIMS Expansion	109,835	80,544	-	29,291
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Sheriff	Same Sex Interpersonal Violence Support Group - Received a reduced award	9,000	6,750	2,250	-
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Solicitor	Violent Crime Prosecution Team	311,609	280,449	31,160	-
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Solicitor	VAWA Prosecution Team	317,339	244,107	-	73,232
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	TOTAL GENERAL FUND	2,899,530	2,102,157	283,017	402,290
Airport					
Airport	Tree Obstruction and Property Acquisition (FAA)	680,750	660,000	20,750	-
	TOTAL AIRPORT	680,750	660,000	20,750	-

GRAND TOTAL FY12 GRANTS REQUIRING MATCH \$ 3,580,280 \$ 2,762,157 \$ 303,767 402,290

Richland County Council Request of Action

Subject

Historic Preservation Special Project (pages 85-86)

Reviews

Richland County Council Request of Action

Subject: Historic Preservation Special Project

A. Purpose

County Council is requested to approve the allocation of \$20,000 in Richland County Conservation Commission (RCCC) funds for a special project to move and stabilize a historic cabin in Lower Richland.

B. Background / Discussion

The last remaining cabin/house lived in by enslaved persons and tenant farmers at Kensington Manor is in serious need of restoration. The owners of the property, International Paper (IP), have new plant leadership interested in seeing the cabin restored; however they want it moved from its secluded, wooded location 0.75 miles from Kensington, to within sight of Kensington Manor house. Once restored, the cabin will be interpreted and open to visitors.

Scarborough-Hamer Foundation is the non-profit organization that manages Kensington Manor. RCCC funded a conditions assessment/preservation plan for this cabin in 2007. The slave/tenant dwelling was built circa 1852 and is the last of the 50 plantation outbuildings. The director of the foundation has received two estimates to move and stabilize the cabin at a cost of \$45,000 - \$50,000. IP will widen and flatten the road for the move. Once relocated, the stabilization will include a new foundation, sills, floor joists, exterior walls, and roof, making the cabin structurally sound and protected from the elements. State archaeologist Jon Leader will mark the original location. The final phase of restoration will involve graduate students learning proper techniques through field schools.

The RCCC allocated \$40,000 for special projects such as this in their FY12 budget and specifically approved this project at its September 26, 2011 meeting. The cabin is best moved in late fall/early winter to avoid snakes and heavy vegetation. Requiring approval of this project through the normal RCCC Historic Grant process would mean a full year will elapse before the cabin could be moved, increasing its fragility due to deterioration from the weather. Preservation of the cabin is a good example of private/public partnership with RCCC contributing \$20,000 and IP providing \$25,000 to \$30,000 plus in-kind labor to move and stabilize this historic structure.

C. Financial Impact

There is no financial impact associated with this request. \$40,000 is currently budgeted for special projects under the Professional Services category in the RCCC budget.

D. Alternatives

1. Approve the request to allocate \$20,000 of RCCC funds for the special project to move and stabilize the cabin at Kensington Manor.
2. Do not approve

E. Recommendation

It is recommended that Council approve the request to allocate \$20,000 of RCCC funds for the special project to move and stabilize the cabin at Kensington Manor.

Recommended by: James B. Atkins, Manager, Environmental Planning Division, Planning and Developmental Services Department on behalf of the RC Conservation Commission

Date: October 10, 2011

F. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 10/9/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Funds are available as stated. Recommended approval is in support of Conservation Commission recommendation.

Procurement

Reviewed by: Rodolfo Callwood

Date: 10/10/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 10/12/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 10/17/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend Council approval of the request to allocate \$20,000 of RCCC funds for the special project to move and stabilize the cabin at Kensington Manor.

Richland County Council Request of Action

Subject

Hospitality Tax - Round Two Funding Recommendations (pages 88-91)

Reviews

Richland County Council Request of Action

Subject: Hospitality Tax - Round Two Funding Recommendations

A. Purpose

County Council is requested to approve the attached funding recommendations from the Hospitality Tax Advisory Committee for organizations eligible to receive funding in the Round Two promotions funding process for FY12.

B. Background / Discussion

During FY08, County Council voted to split the funding round for the Hospitality Tax promotions grants into two cycles each fiscal year and made this effective for the FY09 budget year onward.

The Hospitality Tax Advisory Committee Round One recommendations were evaluated and approved by Council during the FY12 budget process. Council approved **\$67,336** of promotions funding be appropriated and available for Round Two. Following the 75%/25% funding goal as outlined in the Hospitality Tax Ordinance, available funding for projects located within unincorporated Richland County and Regional marketing is **\$50,502** and available Funding for projects located in the incorporated areas is **\$16,834**. Round Two applications were due to the County in August 2011. Nine applications were submitted and five were reviewed and scored by the Committee.

On September 28th, the Hospitality Tax Advisory Committee members met to finalize recommendations for Round Two. As a result, the Hospitality Tax Advisory Committee has submitted the following funding recommendations to county council. (See attachment for a breakdown of projects and funding recommendations.)

Projects in the Incorporated Areas of Richland County (\$16,834)

Auntie Karen Foundation - Legends of ...2012	\$10,000
SC Philharmonic – Advertising and Marketing Campaign	<u>\$ 6,834</u>
Total	\$16,834

Projects in the Unincorporated/Multi-District Areas of Richland County (\$50,502)

701 Center for Contemporary Art – Columbia Open Studios 2012	\$19,000
Latino Communications CDC – Cinco de Mayo Parade & Celebration	\$15,000
Lower Richland High PTSA - Diamond Festival	<u>\$16,502</u>
Total	\$50,502

Total H-Tax Allocation Round Two **\$67,336**

Unallocated **\$67,336**

C. Financial Impact

No financial impact. The funding for Round Two was appropriated during the FY12 budget process.

D. Alternatives

1. Approve the funding recommendations as submitted by the Hospitality Tax Advisory Committee.
2. Do not approve the Committee recommendations and recommend an alternative funding plan.

E. Recommendation

It is recommended that County Council approve alternative one (1).

Recommended by: Hospitality Tax Advisory Committee **Date:** October 10, 2011

F. Reviews

Grants Manager

Reviewed by: Sara Salley

Date: 10/10/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Finance

Reviewed by: Daniel Driggers

Date: 10/10/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Funds are appropriated and the allocation is at the discretion of Council

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Roxanne Ancheta

Date: October 18, 2011

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: It is recommended that Council approve the recommendations by the Hospitality Tax Committee as presented.

Organization	Project Title	FY11 Funding	FY12 Request	% of Total Cost	Total Project Cost	Recommendation	Average Score	Committee Notes
INCORPORATED APPLICATIONS								
Auntie Karen Foundation	Legends of...2012 - Support and marketing for the Legends Of... Outreach in celebration of Black History Month and Legends of ... Concert Series.	5,000	51,500	19%	265,115	10,000	85	Great event and draws tourists in to the area.
South Carolina Philharmonic	SC Philharmonic Advertising and Marketing Campaign - Promotion of the 2012 season.	5,000	20,000	40%	49,340	6,834	76	Has tremendous community support and just completed a capital campaign. Do great work.
Total Requested Available for Incorporated			71,500		314,455			
			16,834			16,834		
UNINCORPORATED/COMBINED AREA								
701 Center for Contemporary Art	Columbia Open Studios 2012 - Promotion and support of a County-wide event that will promote 2 days of artist studio "open houses" where visitors can see local artists at work in their private studio spaces.	N/A	20,000	24%	82,364	19,000	71	Innovative event that will work directly with restaurants and drive tourist all over Richland County.
Latino Communications Community Development Corporation	1st Annual Cinco de Mayo-Parade & Celebration - Support and promotion for this one-day cultural event on Decker Boulevard.	N/A	23,614	60%	39,357	15,000	69.875	Committee discussed this program at length after scoring. Project shows great merit, but the estimated tourism numbers are a bit low. This is the first year of the event. Nice to see an event in the Decker area. Event budget was a bit confusing showing a loss on the event. Some expenses were categorized incorrectly.

Richland County Council Request of Action

Subject

Hospitality Tax County Promotions Grant Program Changes (pages 93-97)

Reviews

Richland County Council Request of Action

Subject: Hospitality Tax County Promotions Grant Program Changes

A. Purpose

County Council is requested to approve the following recommendations to the Hospitality Tax County Promotions grant program. These recommendations were made by the Hospitality Tax Committee.

B. Background / Discussion

The following motion was made by Council member Malinowski at the June 7, 2011 Council Meeting:

There are many issues with the Hospitality Tax use with the current program Richland County has in place. Based on that fact, I move that the Hospitality Tax Committee and Richland County Council review this grant program so that it can be re-vamped with an emphasis on funding projects and programs that bring in true tourists, not community events that pull the majority of their attendees from Richland County residents.

On September 8, 2011, the Hospitality Tax Committee met along with Council members Malinowski and Kennedy to discuss this motion and the state of the Hospitality Tax Grant program. The recommendations were made in an effort to strengthen the program, increase accountability and stretch the dollars received so that organizations use Hospitality Tax grant funds for tourism purposes.

1. Reduce Out of Cycle Funding Requests - Funding organizations that do not go through the grant process is not fair to the organizations that put in the time and effort to apply each cycle. Many organizations do not receive funding because there are not enough funds to go around in the Round 1 grant cycle.

- a) No applications/requests will be reviewed between grant periods – Mrs. Kennedy will present a Friendly Amendment to the rule that was voted on in May 2011 stemming from the motion made by Mrs. Kennedy and Mr. Jeter regarding late and incomplete applications.
- b) County Council continue to be allotted discretionary H-Tax funds during the budget process that can be used during the year for special funding requests that come up outside of the grant process. In FY 12, this amount was \$25,000. Organizations receiving these funds must be eligible H-Tax organizations, submit a budget and submit a marketing plan that demonstrates how their program/project will draw tourists into the County. Organizations receiving these funds cannot be H-Tax grantees coming back to the table for additional funding in the same fiscal year.

2. Request Additional Information to Determine Tourism Impact, Health of Organization and Capacity of the Organization – The following questions will be added to the H-Tax application and final report forms. Staff will edit application and guidelines to streamline information so that it is not too overwhelming for applicants. The Committee stressed that they do not want to discourage organizations from applying for funds. All adopted changes will be incorporated in to mandatory grant workshops that will be held in January 2012.

- a) *Indicate how you will use income generated from this program, if any?*
- b) *How does your project impact Richland County as a whole as well as the community where the program will take place?*
- c) *Provide program income and expense totals for the past two years for the program/project in which you are requesting H-Tax funds. If the event is new, please provide evidence of success for similar programs or projects.*

3. Maximize the Amount of County Promotion Funds - County Promotion Funds are very competitive. Below are recommendations for ways to stretch these funds so that they are used to promote true tourism.

- a) Establish **one** application deadline per year like the A-Tax and Discretionary grant programs. For FY12, the County received 40 applications in Round 1 and 9 applications in Round 2. Three of the FY12 Round 2 applications were pushed there from Round 1 due to lack of funding. Organizations receive an unfair advantage for funding in Round 2. The committee has to estimate Round 2 funding from the Round 1 budget amount without knowing how many applications to expect.
- b) Restrict applications to events and programs that take place only in areas where Richland County collects H-Tax (unincorporated areas, Eastover, and Richland portion of Irmo) as well as regional marketing **Item # 13**

organizations. Edit grant guidelines to read that *Richland County no longer funds projects that take place in areas where Richland County does not collect Hospitality taxes because the City of Columbia and other municipalities with their own Hospitality Tax benefit from the tourism dollars generated, not the County.* Unless the municipalities wish to give the County a portion of their H-Tax revenue, County H-Tax funds should not be allocated in areas that do not give the County a return on investment. Organizations conducting projects outside of the City limits are not allowed to apply for City of Columbia H-Tax funds. This recommendation will require a change to the H-Tax Ordinance Chapter 23, section 69 (a)(4). Regional marketing organizations such as the Columbia Convention and Visitors Bureau and Lake Murray Capital City Tourism would be eligible for H-Tax dollars as they market entire regions for tourism promotion.

- c) Determine a maximum percentage given to any group making recommendations fair. Percentages will be based on the scores each valid application receives in the evaluation process.
- d) All applicants should be required to provide 50% match in cash or in-kind products/services for their project. Organizations need to show that they are not 100% reliant on County funds.
- e) Restrict the types of eligible expense allowed. By restricting expense types, there will be more money to go around. In the past, the County has allowed marketing as well as event operating expenses. The purpose of the H-Tax program is to draw tourists. According to SC State Law, Section 6-1-730, uses of Hospitality Tax revenue must be used exclusively for the following purposes:
 - (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
 - (2) tourism-related cultural, recreational, or historic facilities;
 - (3) beach access and re-nourishment;
 - (4) highways, roads, streets, and bridges providing access to tourist destinations;
 - (5) advertisements and promotions related to tourism development; or
 - (6) water and sewer infrastructure to serve tourism-related demand.

In a county in which at least nine hundred thousand dollars in accommodations taxes is collected annually pursuant to Section 12-36-920, the revenues of the hospitality tax authorized in this article may be used for the operation and maintenance of those items provided in (A)(1) through (6) including police, fire protection, emergency medical services, and emergency-preparedness operations directly attendant to those facilities.

Over the years, expenses have become too program-heavy. The Committee recommends that at least 70% of marketing expenses must be paid to advertise outside of the County and that entertainment is no more than 50% of the total requested amount of the grant. It is recommended that the following language is added to the grant guidelines:

*Expenditures must be consistent with the application budget. Only goods and services that comply with the Hospitality Tax Guidelines and State Law are reimbursable. Project or event vendors will not be paid directly by Richland County. **Eligible expenditures are:***

- Advertising/Promotions/Marketing (including designing, printing, postage for items mailed to attract tourist)
- Security/Emergency Services
- Entertainment/Speakers/Guest Artist Instructor

***Some of the expenditures not eligible are:** Rent or venue fees, items given to tourists once they are here (tee shirts, cups, trophies...etc.), insurance or licenses, invoices outside the funding year, salaries (other than previously mentioned), transportation or accommodations, food or beverages, decorations, staging or fencing.*

4. Strengthen Measures to Ensure that Organizations are Held Responsible for Spending County Tax Funds -

To ensure that County funds are used appropriately, especially since Richland County allocates funds “up-front” and not on a reimbursement basis, it is recommended that the following statement should be added to the guidelines and award letter. Penalties for organizations that do not follow the rules should be created and approved by Legal and County Council. Staff audits all grant paperwork to ensure compliance. The suggested language below adds compliance measures to the application ensuring that the applicant understands rules and regulations for accepting County funds before they are awarded an allocation.

a) *Use of funds for expenses not included in the grant application will require the grantee to re-pay the County for any non-identified expense. If approved expenses are less than the funds received, the grantee must reimburse the County upon receipt of a County invoice for the difference.*

b) Add a Statement of Assurances to the H-Tax application:

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise, funding may be withheld.

5. Edit the Scoring Matrix – Updating the matrix used to score applications will help the H-Tax Committee prepare stronger recommendations for tourism projects and help lessen community based events. The recommended evaluation criteria is attached.

a) Reallocate point maximums to reflect the County’s priorities (impact on tourism)

b) Incorporate items such as budget, hospitality business partnerships, number of tourists expected vs. the amount requested and marketing plan into the matrix to help measure the application’s tourism impact and anticipated use of County funds.

C. Financial Impact

There is no financial impact associated with this request.

D. Alternatives

1. Approve the recommendations presented by the Hospitality Tax Committee.
2. Do not approve the recommendations.

E. Recommendation

It is recommended that Council approve the motions presented by the Hospitality Tax Committee.

Recommended by: Hospitality Tax Committee Date: 10/3/11

F. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 10/19/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 10/19/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (*please explain if checked*)

Comments regarding recommendation: However, in order to make the organizations more accountable for funds that are not spent consistently with the guidelines and state law, I would recommend that the Council require each organization that accepts H – Tax funding to enter into an agreement that incorporates the guidelines and state law. In addition, the agreement would include various remedies that the county may pursue if the funds are not spent appropriately. Each organization as a condition of receiving the funding would be required to enter into such an agreement.

Administration

Reviewed by: Tony McDonald

Date: 10/20/11

Recommend Council approval

Recommend Council denial

Council Discretion (*please explain if checked*)

Comments regarding recommendation: Concur with the County Attorney’s recommendation that an agreement should accompany all H-Tax awards. If the Council also concurs, staff will develop such an agreement for all future H-Tax awards.

Hospitality Tax County Promotions Evaluation Criteria

Project Design and Benefit to Community:

55 points maximum

Benefit to Tourism (20) - Does the project promote tourism in the areas of the County in which Richland County H-Taxes are collected? Will it promote a positive image for the County? Will it attract visitors, build new audiences and encourage tourism expansion in the areas of the County in which Richland County H-Taxes are collected? Will it increase awareness of the County's amenities, history, facilities, and natural environment in the areas of the County in which Richland County H-Taxes are collected?

Reliable Tracking Mechanism and Marketing Plan (15) – How will visitors and tourists would be tracked? (Surveys, License Plates, etc.) Are these methods viable? Does the marketing plan describe how the organization will reach tourists? Are at least 70% of the ads or other marketing expenses targeted outside the Columbia/Richland County area? Is the expected number of tourists in line with the organization's marketing plan?

Benefit to Community (10) - How will this project benefit the citizens of Richland County? Will the project benefit unincorporated Richland County? Who will attend the event? How many visitors will the event serve? A visitor is defined by someone who travels at least 50 miles to attend the event.

Community Support and Partnerships (10) - Does the project have broad-based community appeal or support? What is the evidence of need for this project in the County? What kind and degree of partnership does the project exhibit? Does it exhibit volunteer involvement or inter-jurisdictional, corporate, business, and/or civic support?

Economic Impact and Accountability

45 points maximum

Budget (5) – Are all expenses that are to be paid with H-Tax funds eligible expenses? Did the budget and justification provide enough detail to show how funds will be spent? Does the applicant provide 50% in cash or in-kind match?

Expected H-Tax Revenue Generated (15) - What are the projected direct and indirect dollar expenditures by visitors/tourists? What is the estimated number of meals consumed? Are any overnight stays anticipated? Will this program drive business to those businesses that pay collect and remit Richland County H-Tax in the unincorporated areas of the County as well as Eastover and Richland portions of Irmo?

Reasonable Cost/Benefit Ratio (15) - Does the benefit of the project (i.e. number of tourists estimated; expected revenue generated) exceed the cost of the project? Is this project "worth" its cost?

Management Capability (10) - Does the applicant organization demonstrate an ability to successfully complete the project through effective business practices in the areas of finance, administration, marketing, and production? If this organization has received County Hospitality Tax funding previously, was the project successful?

All language in yellow is new. The Committee recommended that the Thoroughness of Proposal points be allocated elsewhere because no incomplete or late applications will be evaluated.

The current FY12 evaluation matrix point allocations are below.

<i>Thoroughness of Proposal</i>	<i>5</i>
<i>Benefit to Tourism</i>	<i>15</i>
<i>Benefit to Community</i>	<i>10</i>
<i>Innovation</i>	<i>10</i>
<i>Community Support</i>	<i>10</i>
<i>Evidence of Partnership</i>	<i>10</i>
<i>Management Capability</i>	<i>10</i>
<i>Reliable Tracking Mechanism</i>	<i>10</i>
<i>Expected Revenue Generated</i>	<i>10</i>
<i>Reasonable Cost/Benefit Ratio</i>	<i>10</i>

Item# 13

Attachment number 1
Page 5 of 5

Richland County Council Request of Action

Subject

Retention Schedule for Detention Center Records (pages 99-104)

Reviews

Richland County Council Request of Action

Subject: Retention Schedule for Detention Center Records

A. Purpose

County Council is requested to approve retention schedules for housing unit journals and classification files. These two document types are not covered by the established schedules created by the South Carolina's Code of Regulation: 12-502.

B. Background

In early August 2011, the Register of Deeds was assisting the Alvin S. Glenn Detention Center in the destruction of their eligible records. William Henry (Register of Deeds) discovered two record types (housing unit journals and classification files) that were not covered by the retention schedules. These schedules were established by South Carolina Code of Regulation: 12-502. South Carolina Code of Regulation 12-502 established the retention schedules for records generated by detention facilities. In order to make these records eligible for destruction, Richland County must submit a proposed record retention schedule form to the South Carolina Department of Archives and History (SCDAH). This form requires the approval of the Detention Center and Council before submission to SCDAH.

➤ **Discussion Points:**

- The housing unit journals are records that document the day to day activities of inmates.
- The classification files are records that used to group and house inmates by the severity of their offenses. This type of file contains name, assigned classification and dormitory assignment.
- Alvin S. Glenn Detention Center is proposing to retain these records for 5 years then destroy.
- Ronaldo Myers, Alvin S. Glenn Detention Center Director, has approved the proposed retention schedules for the housing unit journals and classification files.
- Richland County Council has not taken any action in regards approving retention schedules for the Detention Center's housing journals and classification files.
- The Detention Center has 37.2 cubic feet eligible for destruction under the proposed schedules.

➤ **Contextual Financial Background:**

Richland County stores its records with Iron Mountain. Iron Mountain is a private sector company that specializes in records retention and management. The County has 44,696.6

cubic feet of records stored at Iron Mountain facilities. In FY 11, Richland County spent \$151,574 for records storage and management. This is an increase of 63.23 % from FY 06 expenditures. In order to control Iron Mountain expenditures, the Register of Deeds has initiated a records management program. The purpose of this program is to control and reduce Richland County's expenditures associated with records by assisting other departments with records management issues.

C. Financial Impact

1. The approval of this request will not have any financial impact for FY 12. After FY 12, Richland County will save at least \$89.28 per year. Additional savings will be achieved by destroying additional housing unit journals and classification files that will become eligible under the proposed retention schedules.
2. If council does not approve this request, record management costs associated with housing journals and classification files will continue to increase.

D. Alternatives

- Approve the request to establish retention schedules for housing journals and classification files to store these records for five years and then destroy.
- Do not approve request to establish retention schedules for housing journals and classification files to store these records for five years and then destroy.

E. Recommendation

It is recommended that Council approve the request to establish retention schedules for housing journals and classification files for store these records for five years and then destroy.

Recommended by: John Hopkins, Interim Director
Department: Register of Deeds
Date: 09/23/11

F. Reviews

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

Detention Center

Reviewed by: Ronaldo Myers

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

FinanceReviewed by: Daniel Driggers

Date: 10/5/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

ProcurementReviewed by: Rodolfo Callwood

Date: 10-5-11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

LegalReviewed by: Larry Smith

Date:

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

AdministrationReviewed by: Tony McDonald

Date: 10/6/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the retention schedule as proposed.



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

RICHLAND COUNTY

Local Government Subdivision

DETENTION CENTER

Office or Department

40

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15755 - 15756**

8/1/2011
Date

Signature of Approving Authority

DIRECTOR
Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

Date

Signature of Approving Authority

Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

Date

Director, Department of Archives and History

ARM-3

**South Carolina Department of Archives and History
Records Management Division**

**Guidelines For Understanding And Implementing
Records Retention Schedules**

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

Records Retention Schedule – A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the Public Records Act, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

Copies – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

Legal Retention Requirements – The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigation, government investigations, or court orders.

Confidentiality and Restrictions – State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

Audit Requirements – State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

Destruction of Records – Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the State and Local Government Report of Records Destroyed. A copy of each destruction report should be retained by the state or local office as documentation of records destroyed in accordance with the approved retention schedules.

Records Storage – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.

March 2010



RICHLAND COUNTY

RECORD GROUP NUMBER: 40

DETENTION CENTER

15755 HOUSING UNIT JOURNALS

Description:

Records documenting the daily activities of the inmates by housing unit. Information includes routine information, emergency situations, and unusual occurrences or incidents.

Retention:

5 years, then destroy.

15756 CLASSIFICATION FILES

Description:

Records used to group and house inmates according to the severity of the offense(s) with which they are charged. Information includes name, date, classification assigned and dormitory assignment.

Retention:

5 years, then destroy.

Items Pending Analysis

Subject

- a. Based on the new sewer planned for the lower Richland County area and the possibility of assistance being provided to Low/Middle income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)
- b. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders or create such an organization and turn over all title and responsibility (Jackson, May 2011)
- c. County Council Shirts (Manning, September 2011)

Reviews