

RESTRUCTURING & SEVEN-YEAR PLAN

South Carolina Department of Commerce

Date of Submission: *March 31, 2015*

Please provide the following for this year's Restructuring and Seven-Year Plan Report.

	Name	Date of Hire	Email
Agency Director	Robert M. Hitt	Jan. 14, 2011	bhitt@sccommerce.com
Previous Agency Director	Joe E. Taylor	March 6, 2006	N/A

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Is the agency vested with revenue bonding authority? (re: Section 2-2-60(E))	YES
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I have reviewed and approved the enclosed 2015 Restructuring and Seven-Year Plan Report, which are complete and accurate to the extent of my knowledge.

Current Agency Director
(Sign/Date):

(Type/Print Name):

Robert M Hitt

If applicable, Board/Commission Chair
(Sign/Date):

(Type/Print Name):

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EXECUTIVE SUMMARY

I. Executive Summary

A. Historical Perspective

1. The South Carolina Department of Commerce was established by Act No. 181, Section 243, and effective July 1, 1993. See attached **Historical Perspective Chart** located in the Appendix.

B. Purpose, Mission and Vision

1. The South Carolina Department of Commerce (SCDOC) is the economic development and business recruiting arm of the State. The leadership and staff of SCDOC are fully committed to the mission of the agency and believe in striving to enhance the quality of life for all South Carolinians.

Agency mission statement:

Working together to create opportunities for South Carolinians by promoting:

- Job creation
- Economic growth
- Improved living standards for South Carolinians

It is our vision that South Carolina's economy will become more competitive in a global economy, providing South Carolinians of all ages and skill levels an opportunity to maximize their talents and abilities.

See attached **Purpose/Mission/Vision Chart** located in the Appendix.

C. Key Performance Measure Results

Top “14” Accomplishments in 2014

1. **Recruitment tops \$5 billion** – For the second year in a row, and for the third time in four years, business recruitment in South Carolina surpassed the \$5-billion mark. Companies deciding to locate to or expand in the state in 2014 are contributing \$5.088 billion in investment, while creating 19,020 new jobs. Since the state began recording all Commerce-related projects, recruitment reached \$5 billion for the first time in 2011.
2. **Tire Capital, USA** – In 2014, the state added two tire OEMs to its roster of tire brands and is now home to four out of the top 10 global tire manufacturers. Tire production is on a roll, with an estimated 89,000 tires made in SC daily, positioning the state as the top producer and exporter of tires nationally.
3. **Leading the Southeast in manufacturing job growth** – Long considered a manufacturing powerhouse, South Carolina leads the Southeast region in manufacturing job growth. From

January 2011 through December 2014, manufacturing employment in the state grew 13.5%, well ahead of competing states in the Southeast region.

4. **Record day of announcements** – Gov. Nikki Haley joined business leaders along the I-77 corridor on June 16, 2014 to celebrate a record-setting day of announcements. Giti Tire, LPL Financial and the Lash Group revealed their plans for new facilities in Chester and York counties, for a combined \$800 million in new investment and 7,100 new jobs – the most jobs ever announced in a single day in SC history.
5. **Welcoming new companies to SC** – While expansions of existing companies traditionally outpace new locations, in 2014, new companies recruited to the state comprised more than half of investment and new jobs committed to SC. These new investments are key to wealth creation in South Carolina’s economy.
6. **Opening doors to exporting** – Building on the successful STEP program using federal grant dollars, Commerce established in 2014 its own export program: South Carolina Opportunities for Promoting Exports, or SCOPE. By helping small businesses find agents and distributors in foreign countries, the state aims to expand the kinds of companies that participate in export activities.
7. **Innovating the economy** – After establishing the state’s Office of Innovation in late 2013, Commerce began its work to bolster South Carolina’s innovation infrastructure. The office announced in May its first round of grants awarded through the South Carolina Innovation Challenge, which directed \$2.4 million in state dollars toward 14 organizations in 11 counties of the state.
8. **Bringing jobs to rural SC** – In 2014, 30% of jobs recruited to the state were located in Tier III or IV counties, which are considered the state’s most economically distressed. This share of new jobs is higher than the previous year, when approximately 25% of the jobs recruited were in rural areas.
9. **Boosting small business** – Continuing its focus on small business assistance, Commerce’s Small Business Development office provided assistance to 767 small businesses last year, providing resources, connecting business owners to lenders and linking up service providers with industry through supplier events.
10. **Recycling making a green impact** – Going green in South Carolina means more green for the state’s economy, according to a study by economist Dr. Frank Hefner. The recycling industry doubled its impact on the state in 8 years, and now brings an estimated \$13 billion boost to the economy each year.
11. **More counties get Work Ready certified** – After launching the program in 2013 as one of only four pilot states, 21 additional counties earned status as Work Ready Communities in 2014. Now, nearly half of SC’s counties are certified.
12. **Aerospace industry takes flight** – A new report showed civilian and military aerospace sector provides \$17 billion in economic output and supports over 100,000 jobs statewide; Commerce partnered with Council on Competitiveness and others on first annual aerospace industry day.
13. **Making workforce connections in schools** – The state’s 12 Regional Education Centers officially became part of the Department of Commerce in 2014. The RECs work to connect

educators, students and their parents to the job opportunities and training required for the in-demand careers in their own backyards.

14. **Team South Carolina winning here at home** – Commerce continued to foster a collaborative economic development environment among various players that recruit business and jobs to state. By working together, Team South Carolina is promoting the Palmetto State as being ‘Just right’ for business.

II. Organizational Profile

This section asks for a fact based description of the agency. Please provide information in the stated Excel template. If an Excel template is not referenced, provide the information in bullet style.

1. The agency’s main deliverables (i.e., products or services) and the primary methods by which these are provided can be found in the appendix in the **Key Deliverables Chart**.
2. The agency’s key customers and their requirements and expectations can be found in the appendix in the **Key Customers Chart**.
3. The agency’s key stakeholders (other than customers) can be found in the appendix in the **Key Stakeholders Chart**.
4. Other state agencies which have the biggest impact on the agency’s mission success can be found in the appendix in the **Key Partner Agency Chart**.
5. The agency’s performance improvement system(s);

The Department of Commerce is a customer-focused organization and that focus starts with the Secretary of Commerce and the executive leadership team.

- The Secretary and members of the executive staff regularly meet with business and industry clients in order to understand their concerns.
- The Secretary and members of the executive staff are personally involved in many projects. They are involved with weekly updates of each project and attend many of the business negotiations as well as public announcements.
- The executive leadership works with the state’s legislative leadership to discuss issues critical to building the state’s economy including legislation and key projects.
- They meet at least quarterly with Regional Economic Development Alliances to discuss partnership and coordination for economic development in South Carolina.
- The executive leadership identify targeted areas of investment throughout the year when opportunities arise.

6. The agency's organizational structure in flow chart format;

SOUTH CAROLINA DEPARTMENT OF COMMERCE



7. Details about the body to whom the Agency Head reports;

- a. The Secretary of Commerce is appointed by the Governor with approval of the Senate. He is a member of the Governor's Cabinet which meets regularly.

8. Major Program areas can be found in the appendix in the **Major Program Areas Chart**.

9. Please identify any emerging issues the agency anticipates may have an impact on its operations in the upcoming five years.

In order to continue the success we have experienced into the future, Commerce must be prepared to address:

- Sites – ensuring there are quality, available buildings and sites. Commerce works deliberately with our county economic developers and other ally groups to develop suitable inventory.
- Infrastructure – supporting transportation-related improvements and continuing to assist the counties with project-related infrastructure (water/sewer, site prep, curb cuts, etc.)
- Workforce – responding to needs of business and improving public education.

ORGANIZATIONAL PROFILE

III. Laws (Statutes, Regulations, Provisos)

This section asks for state and federal statutes, regulations and provisos (“Laws”) which apply to the agency can be found in the appendix on the [Legal Standards Chart](#).

IV. Reports and Reviews

This section asks for information about reports the agency is required to submit to a legislative entity can be found in the appendix on the [Agency Reporting Requirements Chart](#). The South Carolina Department of Commerce does not have an internal audit function.

RESTRUCTURING REPORT

V. Key Performance Measurement Processes (cont.)

A. Results of Agency’s Key Performance Measurements

Mission Effectiveness

Key Performance Measure #1: Meet or Exceed jobs recruited goal established by agency

With the understanding that quality of life begins with having a job, the Department of Commerce has a mission to bring jobs and opportunity to all parts of South Carolina. Each year, the agency establishes its own job recruitment target in order to measure effectiveness of its pursuit of that mission. For each of the past four years, Commerce, working in concert with economic development allies at the county and alliance level, has met or exceeded its job recruitment goal for the prior year. Specifically for calendar year 2014, Commerce surpassed its job recruitment goal of 16,000 by nearly 19%, recruiting 19,020 jobs by companies locating or expanding in the state. This is especially significant given the fact that the trend in manufacturing has been fewer jobs and higher capital investment, as operations become more automated. Another trend has been an influx of headquarters and Class A office space as additional corporations move into the state, particularly as south Charlotte expands.

Key Performance Measure #2: Meet or Exceed goal established by agency for jobs recruited in Tier III and Tier IV counties

Commerce’s mission of bringing jobs to all parts of the state has particular meaning in the state’s most economically distressed counties. Classified by the South Carolina Department of Revenue as Tier III and IV counties, there traditionally have been limited opportunities for citizens in these areas, forcing many individuals to drive out of their counties seeking employment. In addition to Commerce’s overall job recruitment goal, the agency also establishes a goal specific to recruiting jobs to these Tier III and IV counties of the state. In 2014, this goal was 3,500, or 22% of its overall jobs target. In reality, Commerce recruited 5771 jobs to Tier III and IV counties, or 30%

of jobs recruited in 2014, surpassing both its annual goal in number and in percentage of overall jobs. For the sake of comparison, this is a higher number and percentage than Commerce achieved in 2013, when 3836 jobs (25%) of recruited jobs were associated with Tier III and IV counties.

Key Performance Measure #3: Meet or Exceed capital investment goal established by agency

Capital investment by companies locating or expanding in the state has been on the rise. In fact, South Carolina had not recorded a \$5 billion year for recruited investments until 2011. In the time following, the state reached \$5 billion or more in three of the past four years, with a record year for capital investment reached in 2013 (\$5.3 billion). Factors influencing this rise include the increasing cost of capital per job created in manufacturing, which more than doubled in five years since 2009.

In addition to setting a job recruitment goal, Commerce also establishes a capital investment target on an annual basis, which in 2015 was \$4.6 billion in committed investment by companies locating or expanding in the state. The agency recorded \$5.088 billion in investment last year, surpassing the stated goal by nearly 11%.

Quality (Customer Satisfaction)

Key Performance Measure #4: Increase outreach to the small business community through BuySC, supplier outreach, exporting, and other programs.

In South Carolina, small business is big business. More than 530,000 South Carolinians are employed by companies with fewer than 50 workers, and small business employers make up more than 95 percent of all private employers in the Palmetto State.

The growing number of small businesses in South Carolina are supported by strong state programs like: BuySC, a supplier database program that matches companies with existing business opportunities; the SCBizNetwork, an interactive website offering 24/7 support to small businesses; as well as various supplier outreach events that connect small businesses with big businesses.

Continuing its focus on small business assistance, Commerce's Small Business Development office provided assistance to 767 small businesses last year, providing resources, connecting business owners to lenders and linking up service providers with industry through supplier events.

Self-starters are the backbone of our state. Commerce is focused on bringing all business - especially these high-growth entrepreneurial companies - to the Palmetto State's cities and towns. We remain committed to supporting their ingenuity and continued impact on our workforce, economy and our future.

After establishing the state's Office of Innovation in late 2013, Commerce began its work to bolster South Carolina's innovation infrastructure. The office announced in May of 2014 its first round of grants awarded through the South Carolina Innovation Challenge, which directed \$2.4 million in state dollars toward 14 organizations in 11 counties of the state. In February of 2015, Commerce awarded \$2.6 million in a second round of funding to 19 organizations across the state to further innovation, entrepreneurship and technology-based economic development.

Key Performance Measure #5: Enhance services to existing industries through increased visits and communications.

While our state is delighted when new companies choose to set up shop in South Carolina, it bolsters the state's 'just right for business' reputation when our existing businesses find success and continue to prosper.

The new Existing Industry program began activity in January 2013 with SCMEP (South Carolina Manufacturing Extension Partnership) as a major partner in calling on companies. The program is designed to express state appreciation for business, find expansion opportunities, determine problems and concerns, share useful resources, and address strategic existing industry issues. From July 2013 to June 2014, 246 companies were visited as a result of this program.

Building on the successful STEP program using federal grant dollars, Commerce established in 2014 its own export program: South Carolina Opportunities for Promoting Exports, or SCOPE. By helping small businesses find agents and distributors in foreign countries, the state aims to expand the kinds of companies that participate in export activities.

Going green in South Carolina means more green for the state's economy, according to a study by economist Dr. Frank Hefner, the recycling industry doubled its impact on the state in 8 years, and now brings an estimated \$13 billion boost to the economy each year.

Commerce and the South Carolina Department of Employment and Workforce (DEW) have partnered to launch a defense firm diversification initiative, which offers business consulting services on an application basis to firms that could be adversely impacted by U.S. Department of Defense (DOD) budget cuts.

Key Performance Measure #6: Through state and federal programs ensure viability of industrial sites and building through improved infrastructure and community development.

As new business moves into the state, our inventory of competitive sites and buildings continues to dwindle. To sustain the state's economic growth, it is vital that our state have the right sites and the right infrastructure for new companies and expansions to take root. Currently, available inventory from every corner of the state is centralized online at LocateSC.com. But South Carolina needs to work collaboratively with all of our partners in economic development - both in the public and the private sectors - on additional site development to make sure we set the table for continued prosperity.

Commerce allocated \$2.5 million and the General Assembly appropriated \$6.5 million to assist local governments in developing speculative buildings, pads and making improvements to industrial parks as part of its product development efforts.

The South Carolina Community Development Block Grant (CDBG) Program provides grants to units of local government in areas of the state that do not directly receive their own funding from the U.S. Department of Housing and Urban Development (HUD). CDBG grants can fund a wide variety of projects from revitalizing neighborhoods to improving community infrastructure, providing public facilities and creating or retaining jobs.

In 2014, The Community Development Block Grant program awarded \$19.0 million to assist with community development, economic development and revitalization that will benefit more than 52,100 residents of 42 communities.

Workforce Engagement

Professional development is vitally important and Secretary Hitt is devoted to fostering the talent Commerce has within the agency.

Commerce recently unveiled a new initiative and resource for all employees: Commerce University. This program is designed to provide our staff a convenient way to access additional training in both a group setting and in individual, online sessions.

In addition to the training that will help employees to continue to grow in their careers, this is also a chance to better get to know other fellow employees. Commerce's strength is in the teamwork and collaboration that employees have with each other, and with each of our partners in the state. Employees can benefit – both professionally and personally – from this joint learning experience with coworkers across the divisions, and by sharing with one another our various points of view.

In addition, the agency has recently created a Generation Next team comprised of middle to upper level employees who could potentially become the next leaders within the agency. This team will gain a deeper understanding of other divisions with the agency, take team training together, and discuss future and current obstacles.

Performance Goal Benchmarks

South Carolina competes for these economic development projects with other states in both the Southeast region and across the nation (as well as other countries in North America). In terms of how South Carolina is performing relative to other states, various trade publications measure the key factors that influence corporate location decision-making. These include *Area Development*, *Chief Executive* and *Site Selection*, which included South Carolina as a top 10 state in rankings over the past year. For the sake of example, South Carolina took third place among all states in *Area Development's* Top States for Doing Business in 2014, including number one ranking in the overall cost of doing business. In the same survey, the state ranked second for overall labor climate, competitive labor costs, cooperative state government, incentives programs and certified/shovel-ready sites.

Trade & Industry Development hosts an annual awards competition known as the “CiCi” awards, so named for the Capital Investment and Community Impact aspects of economic development. South Carolina Department of Commerce projects are routinely included in the roster of Community Impact projects being recognized, typically for creating significant impacts in rural communities. In the latest round of CiCi awards, Ruiz Foods was recognized for its new, \$55 million manufacturing facility in Florence County, which is creating 500 jobs. For reference, this year more than 400 projects were submitted from throughout North America, and only 15 finalists were selected in in the Impact division.

Various trade publications recognize significant investments by projects in the states. *Area Development* in June of last year named South Carolina a 2014 Gold Shovel Award winner in recognition of economic development projects undertaken in 2013. This is the sixth year in a row that South Carolina has received a Gold or Silver Shovel Award in its population category. South Carolina was a Gold Shovel Award recipient in 2012 and 2011 and a Silver Shovel Award recipient in 2013, 2010 and 2009.

Review of Performance Goals

Recruitment Measures

Reviewing the effectiveness of meeting this goal are members of Commerce's senior management team, most notably the Secretary of Commerce, Deputy Secretary, Director of Small Business and Rural Development and Director of Global Business Development, with additional coordination from the respective project/program managers, Chief Financial Officer, Division of Research and Marketing and Communications staff.

Small Business and Existing Industries Measures

Reasonable Control over Results

While the agency partially has control over the outcome of these results through targeted research identifying prospective business and marketing efforts, as well as infrastructure improvements through grants, the decisions made by businesses are predominantly influenced by the economic conditions in the United States and globally. The Resources available to the agency to recruit businesses are also dependent on funding provided by the South Carolina General Assembly.

V. Key Performance Measurement Processes (cont.)

B. Most Critical Performance Measures

Each of the performance measures included in the report is critical to the success at the South Carolina Department of Commerce, but the top three are:

- **Key Performance Measure #1:** Meet or Exceed jobs recruited goal established by agency
- **Key Performance Measure #2:** Meet or Exceed goal established by agency for jobs recruited in Tier III and Tier IV counties
- **Key Performance Measure #3:** Meet or Exceed capital investment goal established by agency

C. Databases/Process Management

The South Carolina Department of Commerce uses Microsoft SQL servers, Microsoft SharePoint and SAP Business Objects for data management and reporting purposes. The agency is currently converting many stand-alone applications into one system -Microsoft Dynamics CRM. This project is expected to be completed no later than the end of calendar year 2015.

D. Recommended Restructuring

Consider the process taken to review the agency's divisions, programs and personnel to obtain the information contained in response to all the previous questions in the Restructuring Report ("Process").

1. Yes or No, based on the information obtained and analysis performed during the Process, does the agency have any recommendations for restructuring (either that it could do internally or that would need the assistance of revised or new legislation) that would merge or eliminate duplicative or unnecessary divisions, programs, or personnel within each department of the agency to provide a more efficient administration of government services?

No. Commerce has an excellent relationship with members and leadership of the General Assembly. Any recommendations for restructuring will be brought to their attention as they arise.

VI. Seven-Year Plan

A. General

1. Yes or No, does the agency have a plan that provides initiatives and/or planned actions the agency will take during the next seven fiscal years that implement cost savings and increased efficiencies of services and responsibilities in order to continually improve its ability to respond to the needs of the state's citizens? No
If no, skip Current/Recommended Actions Section and go to Additional Questions.

B. Current/Recommended Actions

1. Describe all of the actions the agency is currently taking and plans it has for initiatives and actions during the next seven fiscal years to work to achieve greater efficiency in its operations in order to continually improve its ability to respond to the needs of the state's citizens? In this description, provide the names of all personnel who are responsible for overseeing the actions and plans.

Commerce evaluates upcoming contractual relationships, technology improvements, vacant positions and other measures to determine any cost saving or efficiencies that can be achieved. Commerce's enabling legislation gives us the ability to manage the agency efficiently. The evaluation is done by members of the Executive Staff, their divisional staff, the IT group, and any employee who has a suggestion for improvement.

2. What are the anticipated cost savings and/or efficiencies that would be achieved by each action?

Any cost savings that can be achieved without a decline in performance outcomes are implemented as soon as practical.

3. Is legislative action required to allow the department/agency to implement the current or recommended actions?

Commerce's enabling legislation gives the agency the ability to manage the agency efficiently. Commerce has no suggestions that require legislative action.

4. If legislative action is required, please explain the constitutional, statutory or regulatory changes needed.

N/A

5. Describe the agency actions that will be implemented to generate the desired outcomes for each recommendation.

N/A

6. What is the timeline for implementation of the change and realization of the anticipated benefits for each recommended action/change?

N/A

SEVEN-YEAR PLAN

VI. Seven-Year Plan (cont.)

C. Additional Questions

1. What top three strategic objectives of the agency will have the biggest impact on the agency's effectiveness in accomplishing its mission?
 1. Attract capital investment and job creation throughout South Carolina
 2. Build on the strengths of the state's existing, small, and emerging industries
 3. Increase the knowledge and available infrastructure in South Carolina through workforce and community development
2. What are the fundamentals required to accomplish the objectives?
 1. Attract capital investment and job creation throughout South Carolina.
 - A. Take a "Team South Carolina" approach to attract capital investment and job creation throughout South Carolina.
 - B. Have South Carolina be considered one of the most business-friendly states in the U.S.
 - C. Be ranked in the top five states for Foreign Direct Investment on a per capita basis.
 2. Build on the strengths of the state's existing, small, and emerging industries.
 - A. Communicate with existing industries to understand their opportunities and barriers to success.
 - B. Inform existing businesses on trade opportunities.
 - C. Inform existing businesses on recycling initiatives and opportunities.
 - D. Provides tools designed to increase corporate awareness of small businesses and their capabilities.
 - E. Match commercial demand with local supply and to create cohesive and mutually beneficial business relationships within South Carolina.
 - F. Develop an innovation program toward achieving the objectives of the State Innovation Plan.
 3. Increase the knowledge and available infrastructure in South Carolina through workforce and community development.
 - A. Maintain inventory of existing speculative buildings and industrial sites and parks.
 - B. Provide leadership, direction and guidance to communities and counties regarding developmental structure, strategic planning and community outreach.
 - C. Provide funding and training for new or improved infrastructure, facilities and services.

D. Have active participation among ally and local entities in agency sponsored economic development training opportunities.

3. What links on the agency website, if any, would the agency like listed in the report so the public can find more information about the agency?

Our website can be found at SCCommerce.com.

4. Consider the process taken to review the agency's divisions, programs and personnel to obtain the information contained in response to all the previous questions in the Restructuring Report and Seven-Year Plan ("Process"). State the total amount of time taken to do the following:

- a. Complete the Process – 20 Hours
- b. Complete this Report – 50 hours

5. Primary Personnel involved in the completion of this report can be found in the appendix in the [Personnel Involved Chart](#).

CHARTS APPENDIX

VII. Excel Charts

Please send an electronic copy of the entire Excel Workbook and print hard copies of each of the Charts to attach here. Please print the charts in a format so that all the columns fit on one page. Please insert the page number each chart begins on below.

Historical Perspective Chart _____	<i>Page 15-16</i>
Purpose, Mission Chart _____	<i>Page 17</i>
Key Partner Agencies Chart _____	<i>Page 18</i>
Key Deliverables Chart _____	<i>Page 19</i>
Key Customers Chart _____	<i>Page 20</i>
Key Stakeholder Chart _____	<i>Page 21</i>
Overseeing Body Chart (General and Individual Members) _____	<i>Page 22-23</i>
Major Program Areas Chart _____	<i>Page 24</i>
Legal Standards Chart _____	<i>Page 25-27</i>
Agency Reporting Requirements Chart _____	<i>Page 28-29</i>
Internal Audits Chart _____	<i>Page 30</i>
Personnel Involved Chart _____	<i>Page 31</i>

Historical Perspective Chart

Agency Name: SC Department of Commerce
 Agency Section: 50
 Agency Code: P32

INSTRUCTIONS: Please provide information about any restructuring or major changes in the agency's purpose or mission **during the last ten years**. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Year	Description of Restructuring that Occurred	Description of Major Change in Agency's Purpose or Mission
Department of Commerce	2005	Transfer Workforce Investment Act Program from SC Employment Security Commission	Increase Commerce's active participation in Workforce Development
Department of Commerce	2007	Transfer Trade Adjustment Assistance (TAA) Program from SC Employment Security Commission	Increase Commerce's active participation in Workforce Development
Department of Commerce	2007	Transfer In Labor Market Information - One Stop Core Services program from SC Employment Security Commission	Increase Commerce's active participation in Workforce Development
Department of Commerce	2008	Transfer Film Department to SC Parks, Recreation and Tourism	Allowed Commerce to concentrate on core mission
Department of Commerce	2009	Transfer Division of Aeronautics to B&C Board	Allowed Commerce to concentrate on core mission
Department of Commerce	2010	Transfer Workforce Investment Act Program to SC Department of Employment and Workforce	Restructuring at SCDEW allowed this program to transfer to that agency
Department of Commerce	2010	Transfer Trade Adjustment Assistance (TAA) to SC Department of Employment and Workforce	Restructuring at SCDEW allowed this program to transfer to that agency
Department of Commerce	2011	Transfer Labor Market Information - One Stop Core Services to SC Department of Employment and Workforce	Restructuring at SCDEW allowed this program to transfer to that agency

Historical Perspective Chart

Agency Name: SC Department of Commerce
 Agency Section: 50
 Agency Code: P32

INSTRUCTIONS: Please provide information about any restructuring or major changes in the agency's purpose or mission **during the last ten years**. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Year	Description of Restructuring that Occurred	Description of Major Change in Agency's Purpose or Mission
Department of Commerce	2012	Asset and Liabilities of the Savannah Valley Division were transferred to other interested parties	Allowed Commerce to concentrate on core mission
Department of Commerce	2013	Creation of Innovation Division	Created to address the emerging tech and innovation trends with the state.
Department of Commerce	2013	Transfer Military Base Task Force from the SC Comptroller General's Office	Military Bases located in South Carolina are an integral piece of our economy and business community
Department of Commerce	2014	Transfer Regional Education Center Program From SC Department of Education	To improve on the intersection of education, business, and economic development.

INSTRUCTIONS: Provide information about the date the agency, in its current form, was initially created and the present purpose, mission and vision of the agency, with the date each were established in paranethesis. The Legal Standards Cross Reference column should link the purpose, mission and vision to the statutes, regulations and provisos listed in the Legal Standards Chart, which they satisfy.

Agency Submitting Report	Date Agency created	Purpose	Mission	Vision	Legal Standards Cross References
Department of Commerce	July 1 ,1993	The South Carolina Department of Commerce (SCDOC) is the economic development and business recruiting arm of the State. The leadership and staff of SCDOC are fully committed to the mission of the agency and believe in striving to enhance the quality of life for all South Carolinians.	Working together to create opportunities for South Carolinians by promoting: job creation, economic growth, and improved living standards for SC.	It is our vision that South Carolina's economy will become more competitive in a global economy, providing South Carolinians of all ages and skill levels an opportunity to maximize their talents and abilities.	Purpose:13-1-10 Mission:13-1-10 Vision:13-1-10

Key Partner Agencies Chart

INSTRUCTIONS: List the names of the other state agencies which have the biggest impact on the agency's mission success (list a minimum of three); partnership arrangements established and performance measures routinely reviewed with the other entity. The Major Program Areas Cross References Column should link the Partner Agency to the major program area, in the Major Program Areas Chart, on which it has the biggest impact. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable and a minimum of three.

Agency Submitting Report	Agency w/ Impact on Mission Success	Partnership Arrangement Established	Performance Measures Routinely Reviewed Together	Major Program Areas Cross Reference
Department of Commerce	Department of Employment and Workforce	Workforce		All
Department of Commerce	Department of Transportation	Infrastructure		All
Department of Commerce	Department of Health and Environmental Control	Permitting		II.A,II.B,II.C,II.E.1,I I.E.2
Department of Commerce	SC Ports Authority	Exporting/Business Development		II.A, II.D, II.B, I
Department of Commerce	Parks, Recreation and Tourism	Marketing the State with Palmetto Partners/Just Right		II.D
Department of Commerce	Department of Agriculture	Agribusiness Project Management	#1, #2, #3 related to Agribusiness	II.A, II.B, II.C, II.D
Department of Commerce	Forestry Commission	Agribusiness Project Management	#1, #2, #3 related to Agribusiness	II.A, II.B, II.C, II.D
Department of Commerce	Rural Infrastructure Authority	Administrative Collaboration	#6	I, II.A, II,C, II.E.2
Department of Commerce	Jobs Economic Development Alliance	Share Resources Agreement		I
Department of Commerce	Retirement System Investment Commission	Share Resources Agreement		I

INSTRUCTIONS: Provide information about the agency's key deliverables (i.e. products or services); primary methods by which these are delivered; and, as applicable, actions that may reduce the general public and/or other agencies initial or repetitive need for the deliverable. List each deliverable on a separate line. If there are multiple ways in which the deliverable is provided, list the deliverable multiple times with each delivery method on a separate line. In the "Three Greatest" column, indicate and rank the three most significant deliverables the agency brings to the people of South Carolina with #1 being the most significant. For the deliverables which are not one of three most significant, do not put anything in this column. The Major Program Areas Cross References Column should link the deliverable to the major program area, in the Major Program Areas Chart, within which that product or service is provided. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Deliverable (i.e. product or service)	Three Most Significant (#1, #2, #3)	Primary Method of Delivery	What can be done to reduce the general public and/or other agencies initial need for this deliverable? (i.e. preventive measures before the citizen or agency needs to come to the agency)	What can be done to reduce the general public and/or other agencies need to return for this deliverable? (i.e. preventive measures to ensure they do not need to come back to the agency for this service or product after already receiving it once)	If deliverable is identified as one of the three most significant, what would allow the agency to focus on it more?	Major Program Areas Cross Reference
Department of Commerce	1	Meet or Exceed jobs recruited goal established by agency	1	Recruitment of Business Investment	N/A	N/A	More resources from the General Asembly	II.A, II.D, II.E.1, II.F
Department of Commerce	2	Meet or Exceed goal established by agency for jobs recruited in Tier III and Tier IV counties	2	Recruitment of Business Investment	N/A	N/A	More resources from the General Asembly	II.A, II.D, II.E.1, II.F
Department of Commerce	3	Meet or Exceed capital investment goal established by agency	3	Recruitment of Business Investment	N/A	N/A	More resources from the General Asembly	II.A, II.D, II.E.1, II.F
Department of Commerce	4	Increase outreach to the small business community through BuySC, supplier outreach, exporting, and other programs.		Outreach, Communications, and Technical Assistance	N/A	N/A	N/A	II.B, II.D, I
Department of Commerce	5	Enhance services to existing industries through increased visits and communications.		Communications and Technical Assistance	N/A	N/A	N/A	II.B, II.D, I
Department of Commerce	6	Through state and federal programs ensure viability of industrial sites and building through improved infrastructure and community development		Grant Funding and Technical Assistance	N/A	N/A	N/A	II.C, II.E.2

Key Customers Chart

INSTRUCTIONS: Provide information about the key customer segments identified by the agency and each segment's key requirements/expectations. A customer is defined as an actual or potential user of the agency's deliverables. Please be as specific as possible in describing the separate customer segments (i.e. do not simply put "public.") The Deliverables Cross References column should link customer groups to the deliverable listed in the Key Deliverables Chart, which they utilize. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Customer Segments	Requirements/Expectations	Deliverables Cross References
Department of Commerce	1	Existing and emerging industries within the state	To provide a business environment and climate that promotes economic development within our state.	#4,#5
Department of Commerce	2	Small business community	To provide a business environment and climate that promotes economic development within our state.	#4
Department of Commerce	3	National and international businesses making a location decision	To provide a business environment and climate that promotes economic development within our state.	#1,#2,#3,#5,#6
Department of Commerce	4	Site selection consultants	To provide a business environment and climate that promotes economic development within our state.	#1,#2,#3,#5,#6
Department of Commerce	5	Communities seeking jobs and investment	To provide a business environment and climate that promotes economic development within our state.	All
Department of Commerce	6	Communities seeking funding for economic development and/or infrastructure needs	To provide technical assistance and grants to improve the inventory and infrastructure available for economic development.	#6

Agency Name:SC Department of Commerce
 Agency Section:50
 Agency Code:P320

Key Stakeholder Chart

INSTRUCTIONS: Provide information about the agency's key stakeholder groups and their key requirements and expectations. A stakeholder is defined as a person, group or organization that has interest or concern in an agency. Stakeholders can affect or be affected by the agency's actions, objectives and policies. Please be as specific as possible in describing the separate stakeholder groups (i.e. please do not simply put "the public.") The Deliverables Cross References column should link stakeholder groups to the deliverable, listed in the Key Deliverables Chart, for which they group has the most interest or concern. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Stakeholder Group	Requirements/Expectations	Deliverables Cross References
Department of Commerce	1	General Assembly	To perform our purpose and mission as established by the Code of Laws and Appropriation Act.	All
Department of Commerce	2	Governor	Under their leadership, perform our purpose and mission as established by the Code of Laws and Appropriation Act.	All
Department of Commerce	3	Regional Economic Development Organizations and County ED organizations	To provide a business environment and climate that promote business activity and expansion.	All

Agency Name:SC Department of Commerce
 Agency Code:P320
 Agency Section:50

Overseeing Body - Individual Members Chart

INSTRUCTIONS: Provide information about the individual members on the body that oversees the agency including their name, contact information, length of time on the body, profession and whether they are a Senator or House Member. The Major Program Areas Cross References Column should link the individual to the major program area, in the Major Program Areas Chart, in which the individual has a particular influence, if any, by way of serving on a subcommittee within the body, task force, etc. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Name of Individual on Body	Contact Information	Profession	Date First Started Serving on the Body	Last Date Served on the Body	Length of Time on the Body (in years)	Senator or House Member? (put Senate or House)	Major Program Areas Cross Reference
Department of Commerce	N/A							

INSTRUCTIONS: Provide information about the agency's Major Program Areas as those are defined in the Appropriations Act. When completing columns B - K, the agency can copy and paste the information the agency submitted in the Program Template of the FY 2013-14 Accountability Report, just make sure of the following:

a) List only the programs that comprise at least 80% of the total budget and include the % of total budget. The remainder of the programs should be "listed ONLY" in the box labeled "Remainder of Programs", with those program expenditures detailed in the box labeled "Remainder of Expenditures." If the agency has trouble understanding what is requested, refer to the 2012-13 Accountability Report, Section II, number 11.

b) The "Associated Objective(s)" column in the Program Template of the FY 2-13-14 Accountability report has been changed to "Key Performance Measures Cross References." The Key Performance Measures Cross References column should link major programs to charts/graphs in the Key Performance Measurement Processes Section (ex. Chart 5.2-1 or Graph 5.2-2). If the agency has trouble understanding what is requested, refer to the 2012-13 Accountability Report, Section II, number 11; and

c) An additional column, titled "Legal Standards Cross References," has been added at the end. The Legal Standards Cross Reference column should link major programs to the statutes, regulations and provisos listed in the Laws Section of this report, which they satisfy.

Included below is an example, with a partial list of past Major Program Areas from the Department of Transportation. The example does not include information in the columns under expenditures, key performance measures cross reference, legal standards cross references or remainder of expenditures, however the agency must complete these columns when submitting this chart in final form. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Note:
 -Key Performance Measures Cross References Column links major programs to the charts/graphs in the Key Performance Measurement Processes Section of the Restructuring Report.
 -Legal Standards Cross References Column links major programs to the statutes, regulations and provisos they satisfy which are listed in the Laws Section of the Restructuring Report.

Agency Submitting Report	Program/Title	Purpose	FY 2012-13 Expenditures				FY 2013-14 Expenditures				Key Performance Measures Cross Reference	Legal Standards Cross References
			General	Other	Federal	TOTAL	General	Other	Federal	TOTAL		
Department of Commerce	I. Administration & Support	To support the agency with legal, finance, budget, information technology and human resources services.	\$ 1,168,611	\$ 211,258		\$ 1,379,869	\$ 1,347,448	\$ 175,338		\$ 1,522,786	All	All
Department of Commerce	II.A. Global Business Development	To recruit new and existing expansions and locations; to increase the capital investment and number of jobs in South Carolina.	\$ 3,371,915	\$ 130,740		\$ 3,502,655	\$ 3,582,366	\$ 207,281		\$ 3,789,647	#1,#2,#3	#2,#3,#8,#29
Department of Commerce	II.B. Small Business and Existing Industry	To help South Carolina companies both large and small achieve peak performance by bringing together professionals who offer a wealth of experience in key areas to offer a dynamic approach that helps businesses and communities prosper.	\$ 544,180	\$ 220,804	\$ 279,779	\$ 1,044,763	\$ 682,544	\$ 241,827	\$ 118,868	\$ 1,043,239	#4,#5	#2,#9,#25,#33,#36
Department of Commerce	II.C. Community & Rural Development	To assist local leaders in achieving success for their communities through product development, asset development and leadership and community investment.		\$ 505,843		\$ 505,843		\$ 545,063		\$ 545,063	#2,#6	#2
Department of Commerce	II.D Marketing, Communications and Research	To develop marketing strategies utilizing the State's brand in recruiting industry and attracting investments to the State. To provide real-time, accurate data, information, and research to support the mission of the agency in recruiting industry and attracting investments to the State.	\$ 1,761,628	\$ 591		\$ 1,762,219	\$ 1,626,910	\$ 14,945		\$ 1,641,855	All	#2,#3,#5,#8,#9,#11,#18,#20,#21,#22,#26,#28,#34,#38
Department of Commerce	II.E.1 Grant Programs - Coordinating Council for Economic Development	To assist with economic development projects that will represent new jobs and capital investment in the state, either as a result of new business locations or existing business retention and expansion.	\$ 8,000,000	\$ 52,017,460		\$ 60,017,460	\$ 15,349,717	\$ 87,016,831	\$ -	\$ 102,366,548	#1,#2,#3	#1,#2,#12,#13,#14,#15,#16,#17,#23,#24,#30,#31,#32
Department of Commerce	II.E.2 Grant Programs - Community Development Block Grant	To assist communities with grants for infrastructure, housing, economic development and planning.	\$ 257,616	\$ 16,190	\$ 20,850,730	\$ 21,124,536	\$ 275,505	\$ 7,736	\$ 19,056,398	\$ 19,339,639	#6	#21

Remainder of Programs: List any programs not included above and show the remainder of expenditures by source of funds.

Regional Economic Development Organizations
 SC Manufacturing Extension Partnership
 Innovation
 Military Base Task Force
 Community Development Corporations
 New Carolina

Remainder of Expenditures:	27.3%	0.2%	0.0%	6.1%	26.7%	0.9%	0.0%	6.6%
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INSTRUCTIONS: List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice and Department of Transportation. The agency will see that a statute should be listed again on a separate line for each year there was an amendment to it. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Statute/Regulation/Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted
Department of Commerce	1	13-1-10	State	Establishes DOC as an agency to be comprised of various divisions, such divisions to have the functions and powers as provided for by law.
Department of Commerce	2	13-1-20	State	Establishes purpose of DOC to conduct statewide program to stimulate economic activity, manage business affairs of Savannah Valley Development Division, develop, public railways system, and enhance economic growth via strategic planning and coordination.
Department of Commerce	3	13-1-25	State	Clarifies that all funds use by DOC regardless of source are public monies for all purposes; establishes reporting requirements each fund during previous calendar year; provides exemption for expenditures for ongoing negotiations with industry or business until next calendar year.
Department of Commerce	4	13-1-30	State	Establishes Secretary to be appointed by Governor and confirmed by Senate and who shall have authority to appoint an executive director and directors of each division of agency, all to serve the pleasure of the secretary.
Department of Commerce	5	13-1-40	State	Establishes the Secretary's authority to appoint advisory councils.
Department of Commerce	6	13-1-45	State	Establishes SC Water and Wastewater Infrastructure Fund and criteria for funds implementation. Program funded from Tobacco Settlement Proceeds and has been completed.
Department of Commerce	7	13-150	State	Establishes annual audit of DOC.
Department of Commerce	8	13-1-310 through 13-10-360	State	Establishes Division of Development from former State Development Board; provides for powers and duties, among other things. (This Division encompasses the primary economic development mission of DOC.)
Department of Commerce	9	13-1-380	State	Establishes the Recycling Development Advisory Council and its functions.
Department of Commerce	10	13-1-610 through 13-1-810	State	Establishes the Division of Savannah Valley Development and all of its powers, functions, and duties. NOTE: All assets of the Savannah Valley Division were transferred to DNR and other local entities after approval by the Budget and Control Board. Division remains in existence because it is the legal obligor on a note with the STO regarding Savannah Lakes Village, which is being paid from homeowner fees/taxes. It is projected that the Note will be paid off by or before 2018.
Department of Commerce	11	13-1-1310 through 13-1-1480	State	Establishes the Division of Public Railways as a lump sum agency of DOC and all of its powers, functions and duties, including the power to issue revenue bonds and extend rail operations subject to approval of the Budget & Control Board.

Agency Submitting Report	Item #	Statute/Regulation/ Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted
Department of Commerce	12	13-1-1710	State	Creates the Coordinating Council for Economic Development with the Secretary of Commerce as Chair and the heads of ten other agencies as members.
Department of Commerce	13	13-1-1720	State	Establishes the purposes and duties of the Council.
Department of Commerce	14	13-1-1730	State	Establishes annual reporting requirement.
Department of Commerce	15	13-1-1740	State	Council to make recommendations to Governor, General Assembly, and Budget & Control Board as to economic development programs, policies, and appropriations.
Department of Commerce	16	13-1-1750	State	Council to be funded by members agencies (proviso allows Council administration to be funded from programmatic funds); Council make establish technical advisory committees and shall use data available from DOT, universities, and other agencies relevant to economic development and growth in SC.
Department of Commerce	17	13-1-1760	State	Council shall not infringe on authority of members agencies.
Department of Commerce	18	13-1-1810	State	Transfers the powers and duties of Regional Education Centers to DOC.
Department of Commerce	19	13-1-1820	State	Establishes that DOC will provide oversight to RECs; provides primary responsibilities of RECs; requires each REC to have a career development facilitator; requires provision of data and reports as requested by DOC; provides that RECs must conform to requirements of Local Workforce Investment Areas as established by SC Workforce Investment Act and have a board with meeting statutory requirements. RECs shall include one-stop shops, workforce investment boards, tech prep consortia, and regional technology centers.
Department of Commerce	20	13-1-1840	State	Requires SCDEW, and State Tech, and Department of Education to assist DOC in planning and promoting career information and employment options and preparation programs and in the establishment of RECs.
Department of Commerce	21	Housing & Community Development Act of 1974 and associated regulations found in Title 24, Housing & Urban Development, Part 570, Community Development Block Grants.	Federal	Establishes programmatic framework for Community Development Block Grant Program administered by DOC.
Department of Commerce	22	Proviso 50.1	State	Any proceeds from the sale of publications may be retained in the agency.

Agency Submitting Report	Item #	Statute/Regulation/Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted
Department of Commerce	23	Proviso 50.2	State	This proviso allows the Coordinating Council for Economic Development the ability to utilize up to ten percent of the Set Aside Fund for administrative program costs and business recruitment and retention and \$60,000 of the Set Aside Fund to be used for GIS related expenditures and any remaining balance at the end of this fiscal year to be carried forward to next year.
Department of Commerce	24	Proviso 50.3	State	This proviso allows the Coordinating Council for Economic Development the authority to transfer economic development funds at its disposal to the Closing Fund.
Department of Commerce	25	Proviso 50.4	State	Allows the carry forward of funds collected from SC companies for trade shows.
Department of Commerce	26	Proviso 50.5	State	Requires the establishment of a Special Events Advisory Committee and expenditure and reporting guidelines.
Department of Commerce	27	Proviso 50.6	State	Revenue received from the sublease on non-state owned office space may be retained and expended to offset the cost of the department's leased office space.
Department of Commerce	28	Proviso 50.7	State	The department may charge a fee for ad sales in department authorized publications and may use these fees to offset the cost of printing and production of the publications. Any revenue generated above the actual cost shall be remitted to the General Fund.
Department of Commerce	29	Proviso 50.8	State	The Secretary of Commerce shall be authorized to appoint the staff of the department's foreign offices on a contractual basis on such terms as the Secretary deems appropriate, subject to review by the Office of Human Resources of the Budget and Control Board.
Department of Commerce	30	Proviso 50.9	State	Requires the transfer of \$500,000 shall be made available for the routing, planning and construction of I-73.
Department of Commerce	31	Proviso 50.10	State	In order to encourage and facilitate economic development, funds appropriated for the Closing Fund for competitive recruitment purposes shall be used as approved by the Coordinating Council for Economic Development. Any unexpended at the end of the prior fiscal year may be carried forward and expended in the current fiscal year by the Department of Commerce for the same purposes
Department of Commerce	32	Proviso 50.11	State	Application fees received by the department must be deposited within five business days from the Coordinating Council application approval date.
Department of Commerce	33	Proviso 50.12	State	The Recycling Market Development Advisory Council must submit an annual report outlining recycling activities to the Governor and members of the General Assembly by March fifteenth each year.
Department of Commerce	34	Proviso 50.13	State	Establishes the guidelines for the disbursement of funds related to the Regional Economic Development Organizations.
Department of Commerce	35	Proviso 50.14	State	Establishes the guidelines for the disbursement of funds related to Research Funds.
Department of Commerce	36	Proviso 50.15	State	Establishes the guidelines for funds authorized to the SC Mfg Extension Partnership.
Department of Commerce	38	Proviso 50.17	State	Establishes the guidelines for the disbursement of funds related to the Business Incubator/Innovation Program.

INSTRUCTIONS: List all reports, if any, the agency is required to submit to a legislative entity. Beside each include the following under the appropriate column: a) Name of the report; b) Legislative entity that requires the report; c) Law(s) that require the agency to provide the report; d) Stated legislative intent (from legislative entity, statute, regulation or other source) in providing the report; e) Frequency with which the report is required (i.e. annually, monthly, etc.); f) Approximate year the agency first started providing the report; g) Approximate cost to complete the report and any positive results from completing and submitting the report; and h) Method by which the agency receives, completes and submits the report (i.e. receive via emailed word document, log into or open program, enter data and click submit; etc.). Included below are examples of reports the agency may have to submit. The example does not include information in the columns under # of staff needed to complete the report and approx. total cost to complete the report, however the agency must complete these columns when submitting this chart in final form. Please delete the example figures before submitting this chart in final form, unless it applies to the agency, in which case ensure the information about those reports is complete. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Report Name	Legislative Entity Requesting Report	Law Requiring Report	Stated Intent of Report	Year First Required to Complete Report	Reporting Freq.	# of Days in which to Complete Report	Month Report Template is Received by Agency	Month Agency is Required to Submit the Report	Cost to Complete Report			Positive Results of Reporting	Method in which Report Template is Sent to Agency (i.e. via email; receive)	Format in which Report Template is Sent to Agency	Method in which Agency Submits Completed Report (i.e. email; mail; click submit on web based form; etc.)	Format in which Agency Submits Completed Report (word, excel, web pdf, web)
											# of Staff Members Needed to Complete Report	Approx. Total Amount of time to Complete Report	Approx. total Cost to Agency to Complete (considering staff time, etc.)					
Department of Commerce	1	Accountability Report	The Governor and members of the General Assembly	\$1-1-810 and Proviso 117.31 of the FY 2014-15 Appropriation Act	The reports "must contain the agency's or department's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met." Agencies must "identify key program area descriptions and expenditures and link these to key financial and performance results measures."	Unknown	Annually	60	July	September	14	75	\$5,500	To create awareness of the activities performed to decision makers of the state	Email	Word and Excel	Email and Hardcopy	excel, web pdf, web
Department of Commerce	2	Annual Report - CCED Fund Activity	The Governor and members of the General Assembly	Sections 12-10-85 and 13-1-1730	Outlining of CCED activities during the previous calendar year	Unknown	Annually	N/A	N/A	March	5	17	\$850	Transparency and Accountability	N/A	N/A	Email and Hardcopy	pdf, web
Department of Commerce	3	Annual Report - Enterprise Program	State Budget and Control Board, Senate Finance Committee, and House Ways and Means Committee	Section 12-10-100(C)	The report must list each revitalization agreement concluded during the previous calendar year, the results of each cost/benefits analysis, and receipts and expenditures of application fees.	1999	Annually	N/A	N/A	May	5	15	\$800	Transparency and Accountability	N/A	N/A	Email and Hardcopy	pdf, web
Department of Commerce	4	Recycling Market Development Advisory Council	The Governor and members of the General Assembly	Proviso 50.12 of the FY 2014-15 Appropriation Act	Outlining of recycling activities during the calendar year	Unknown	Annually	N/A	N/A	March	2	50 hours	\$2,500	To create awareness of the activities performed to decision makers of the state	N/A	N/A	Email and Hardcopy	pdf, web
Department of Commerce	5	Annual Report - Palmetto Partners	the Governor, the Speaker of the House, the President of Pro Tempore of the Senate, the Chairman of the House Ways and Means Committee, and Chairman of the Senate Finance Committee.	Proviso 50.5 of the FY 2014-15 Appropriation Act	Information	Unknown	Annually	N/A	N/A	March	2	4 hours	\$200	Transparency and Accountability	N/A	N/A	Email	pdf
Department of Commerce	6	Fines and Fee Report	Senate Finance and House Ways and Means Committees	Proviso 117.79 of the FY 2014-15 Appropriation Act	Information	Unknown	Annually	N/A	N/A	September	1	1 hour	\$50	Unknown	N/A	N/A	Email	pdf, web
Department of Commerce	7	Bank Account Transparency	Senate Finance and House Ways and Means Committees and the Inspector General	Proviso 117.88 of the FY 2014-15 Appropriation Act	Information	2010	Annually	30	September	October	1	5 hours	\$400	Transparency and Accountability	Email	Excel	Email and Hardcopy	pdf, web
Department of Commerce	8	Outstanding Debt Report	Senate Finance and House Ways and Means Committees and the Inspector General	Proviso 117.37 of the FY 2014-15 Appropriation Act	Information	Unknown	Annually	30	January	February	1	1 hour	\$50	Unknown	Email	Word	Email	Word
Department of Commerce	9	Restructuring Report and Cost Savings Plan - Senate	Office of Senate Oversight	1-30-10(G)	Implement cost savings and increased efficiencies.	2015	Unknown	60	November	January	5	19 hours	\$1,500	TBD	Email	Word	Email	pdf
Department of Commerce	10	Restructuring & Seven-Year Plan - House	House Legislative Oversight Committee	1-30-10(G)(1)	Increased Efficiency	2015	Annually	30	February	March	9	60 hours	\$4,500	TBD	Email and Hardcopy	Word and Excel	Email and Hardcopy	Word and Excel
Department of Commerce	11	Community Economic Development Act	The General Assembly	34-43-30	Information	2000	Annually	N/A	N/A	May	2	6 hours	\$200	To create awareness of the activities performed to decision makers of the state	N/A	N/A	Mail	Hardcopy

Agency Submitting Report	Item #	Report Name	Legislative Entity Requesting Report	Law Requiring Report	Stated Intent of Report	Year First Required to Complete Report	Reporting Freq.	# of Days in which to Complete Report	Month Report Template is Received by Agency	Month Agency is Required to Submit the Report	Cost to Complete Report		Positive Results of Reporting	Method in which Report Template is Sent to Agency (i.e. via email; receive)	Format in which Report Template is Sent to Agency	Method in which Agency Submits Completed Report (i.e. email; mail; click submit on web based form; etc.)	Format in which Agency Submits Completed Report (word, excel, web, pdf)	
											# of Staff Members Needed to Complete Report	Approx. Total Amount of time to Complete Report						
Department of Commerce	12	SC Mig Extension Partnership	Senate Finance and House Ways and Means Committees	Proviso 50.15 of the FY 2014-15 Appropriation Act	Information	2012	Annually	N/A	N/A	November	2	2 hours	\$200	To create awareness of the activities performed to decision makers of the state	N/A	N/A	Email	

INSTRUCTIONS: List the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in these reports, their title and their specific role in answering the question (i.e. searched the agency documents, asked for information because they are in charge of the department, etc.) Please delete the example information and instructions row before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

PRIMARY AGENCY CONTACTS FOR THIS REPORT

Agency Submitting Report	Name	Phone	Email	Department/Division	Title	Question	Role in Answering Question
Department of Commerce	Chris Huffman	803-737-0462	chuffman@scommerce.com	Administration	Chief Financial Officer	All	Primary preparer of the report
Department of Commerce	Allison Skipper	803-737-1998	askipper@scommerce.com	Marketing and Communications	Director, Marketing and Communications	All	Assisted with preparation of the report
Department of Commerce	Karen Manning	803-737-1603	kmanning@scommerce.com	Secretary's Office	Chief Legal Counsel	All	Assisted with preparation of the report
Department of Commerce	Jennifer Noel	803-737-0421	jnoel@scommerce.com	Secretary's Office	Deputy Secretary of Commerce	All	Review of draft/final version of report
Department of Commerce	Michael McInerney	803-737-3949	mmcinerney@scommerce.com	Secretary's Office	Director, External Affairs	All	Review of draft/final version of report
Department of Commerce	Bobby Hitt	803-737-1800	bhitt@scommerce.com	Secretary's Office	Secretary of Commerce	All	Review of draft/final version of report
Department of Commerce	David Clayton	803-737-4633	dclayton@scommerce.com	Research	Director, Research	All	Review of draft/final version of report