

**Legislative Oversight Committee**  
South Carolina House of Representatives  
Post Office Box 11867  
Columbia, South Carolina 29211  
Telephone: (803) 212-6810 • Fax: (803) 212-6811



## *Program Evaluation Report Extension Request from Department of Commerce*

Date of Submission: March 2, 2020

### Committee Standard Practices

10.1.3. The Chairman may, for reasons he determines as good cause, provide an agency an extension and new deadline to submit its Program Evaluation Report ("New Deadline"). The Chairman will not provide more than one, thirty day extension without unanimous consent from the full committee.

10.1.4. Before the Chairman will consider granting an extension, the Chairman may require the agency to provide a written letter, which may be sent via U.S. mail or included as an attachment to an email, explaining the reason the agency is requesting the extension and the number of days it is requesting, not to exceed thirty.

10.1.5. Until the agency receives a response, it should continue to complete the report to the best of its ability as if it is due on the original deadline.

### Instructions

Please complete this Extension Request Form. The completed form should be submitted electronically to the House Legislative Oversight Committee (HCommLegOv@schouse.gov) in both the original format (Excel) and saved as a PDF for online reporting. Please direct any questions about this process to Jennifer Dobson (jenniferdobson@schouse.gov) or Charles Appleby (charlesappleby@schouse.gov).

**The contents of this request are considered sworn testimony from the Agency Director.**

### **I. Extension Request**

- |   |                |
|---|----------------|
| 1. Date the agency originally received the report guidelines: | 1/24/2020      |
| 2. Date the agency submitted this request for an extension:   | March 2 ,2020  |
| 3. Original deadline for the report:                          | 3/9/2020       |
| 4. Number of additional days the agency is requesting:        | 4 days         |
| 5. New deadline if the additional days are granted:           | March 13, 2020 |

### **II. History of Extensions**

- |   |     |
|---|-----|
| 1. List the years in which the agency previously requested an extension, putting the years the extension was granted in bold: | N/A |
|---|-----|

### **III. Good Cause**

1. Please state good cause as to why the Committee should grant the extension requested by the agency. Please limit the response to 1,000 words or less.

An extension is requested to allow adequate time for preparation and review of the report by the agency's staff. We respectfully request an extension of 4 days to allow for submission of the report by March 13<sup>th</sup>.

### **IV. Verification**

- |   |               |
|---|---------------|
| 1. Please state the name of the agency head, or person designated and authorized by the agency head to do so, that has approved and reviewed the information provided in this Extension Request form. | Chris Huffman |
| 2. Does the agency head, or designated person by the agency head, affirm that the information contained in this form from the agency is complete and accurate to the extent of his or her knowledge.  | Yes           |

### **V. Committee Response**

- |                                       |                |
|---------------------------------------|----------------|
| 1. Date extension was granted:        | March 4, 2020  |
| 2. Number of additional days granted: | 4              |
| 3. New deadline for agency response:  | March 13, 2020 |