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 Guidelines

April 21, 2015

OVERVIEW: COMMITTEE INFORMATION

Committee Information

House Legislative Oversight Committee
Post Office Box 11867
Columbia, South Carolina 29211
Telephone 803-212-6810
Fax 803-212-6811

Also, the agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on *"Citizens' Interest"* then click on *"House Legislative Oversight Committee Postings and Reports"*. This will list the information posted online for the Committee; click on the information the agency would like to review.

http://www.scstatehouse.gov/citizens.php (Click on the link for *"House Legislative Oversight Committee Postings and Reports."*)

OVERVIEW: PROGRAM EVALUATION REPORT

Background

Section 2-2-20 requires oversight studies and investigations on all agencies at least once every seven years. Pursuant to Section 2-2-20(b), the purpose of a study is to:

- "determine if agency laws and programs within the subject matter jurisdiction of a standing committee: (1) are being implemented and carried out in accordance with the intent of the General Assembly; and (2) should be continued, curtailed, or eliminated."

Additionally, Legislative Oversight Committee Standard Practice 9 recognizes "that a legislative oversight study and investigation of an agency serves the purposes of informing the public about the agency."

Pursuant to Section 2-2-20(c), each study must consider the following,

- "(1) the application, administration, execution, and effectiveness of laws and programs addressing subjects within the standing committee's subject matter jurisdiction;
- (2) the organization and operation of state agencies and entities having responsibilities for the administration and execution of laws and programs addressing subjects within the standing committee's subject matter jurisdiction; and
- (3) any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation addressing subjects within the standing committee's subject matter jurisdiction."

When conducting an oversight study, Section 2-2-50(D) states an investigating committee may acquire evidence or information by any lawful means, including, but not limited to:

- "requiring the agency to prepare and submit to the investigating committee a program evaluation report by a date specified by the investigating committee."

The questions and instructions in this Program Evaluation Report Guidelines are provided for the purpose of specifying the agency programs and operations the Committee is studying and the information the agency must include in the program evaluation report. **Please note the agency's response will be published on the General Assembly's website.**

Section 2-2-60 outlines what an investigating committee's request for a program evaluation report must contain. It also provides a list of information an investigating committee may request. Section 2-2-60 does not state any information that an investigating committee is prohibited from requesting.

OVERVIEW: PROGRAM EVALUATION REPORT

Submission Process

Please complete the information and answer the questions included on the following pages. Please note at the end there is a request to complete an Excel document with the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in this report. Therefore, for efficiency purposes, the agency may want to keep track of this information while answering the questions instead of waiting until the end. In addition, having a copy of the Fiscal Year 2013-2014 Accountability Report submitted to the Executive Budget Office and Fiscal Year 2015 Restructuring and Seven-Year Plan report submitted to the House Legislative Oversight Committee will be helpful while answering the questions.

All forms should be submitted by **May 22, 2015 (i.e. 30 days after receiving these Guidelines),** to the House Legislative Oversight Committee (HCommLegOv@schouse.gov). The report should be submitted in the following formats:

- Electronic Copy
    - Completed Word Document;
        - For all questions in the Word document that ask the agency to complete an Excel chart, the agency should type "See Excel Chart," and then provide the appropriate information in the cells in the Excel Chart. For all other questions, please provide the agency's response in the Word document.
    - Completed Excel Document; and
    - PDF copy of the Word Document (on signature line type "See Original Copy," do not provide actual signature) and Excel Charts, attached at the end.

- Hard Copy
    - Completed Word Document, with original signatures, and Excel Charts.

The agency is receiving these Guidelines in Word and Excel Format so the agency can type its answers directly into the correct format. The signed copy of the Submission Form with a hard copy of the forms and attachments should be mailed to: House Legislative Oversight Committee, Post Office Box 11867, Columbia, South Carolina 29211.

OVERVIEW: PROGRAM EVALUATION REPORT

Looking Ahead

The Program Evaluation Report and Oversight Study process are new for 2015. It is the Committee's goal that each Oversight Study result in recommendations for how the agency can continue to improve, and in order to make these recommendations, the Committee is asking agencies to conduct a self-analysis.

Each year the Committee will review information sought from agencies, the methods through which it is sought and any feedback received from agencies. Through this review, it is the Committee's goal to continually improve its processes and obtain greater effectiveness and efficiency for agencies and the Committee through revisions and updates both in the information it receives and way in which it is collected. The Committee looks forward to working with agencies to provide the most effective and efficient state government for the people of South Carolina.

PROGRAM EVALUATION REPORT

Insert Agency Name

Date of Submission: *Insert Date*

Please provide the following for this Program Evaluation Report

	Name	**Date of Hire**	**Email**
Agency Director			
Previous Agency Director			

	Name	**Phone**	**Email**
Primary Contact:			
Secondary Contact:			

The following information is provided by the Legislative Oversight Committee to comply with Section 2-2-60(A)

Agency Program or Operations the Legislative Oversight Committee intends to Investigate:	All current agency programs
Information the agency must include in the Program Evaluation Report:	Information contained on the following pages in the Program Evaluation Report Guidelines.
Date the agency must submit the Program Evaluation Report to the House Legislative Oversight Committee:	May 22, 2015 (i.e. 30 days after receiving the Program Evaluation Report Guidelines)

Testimony Provided in Effort to Build Greater Confidence in State Government

In an effort to build greater confidence in state government, I am signing my name below to affirm that I have reviewed and approve this report and the information contained in it. In addition, I affirm I am wilfully submitting the information in this report as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100. I understand that providing false, materially misleading, or materially incomplete information is a criminal offense.

In addition, by way of their signature on the attached Personnel Involved Chart, each person listed on that sheet(s) affirms they are wilfully submitting the information, which appears in response to the question which is typed by their name in the Personnel Involved Chart, as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100. Each person understands that providing false, materially misleading, or materially incomplete information is a criminal offense.

Current Agency Director (Sign/Date):	
(Type/Print Name):	

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

PROGRAM EVALUATION REPORT

Standard Questions

If any question asks for information in a certain format and the agency already has the same information in another format, please contact Committee staff to discuss potential options.

General[1]

1. Please complete the Agency Glossary Chart. In the Excel document attached, there is a template to complete under the tab labeled, “Agency Glossary.” In this chart please list terms, phrases or acronyms used by the agency, or in industry, to ensure the Committee and general public understand all terminology used by the agency.
2. Please complete the Personnel Involved Chart while completing this Report. In the Excel document attached, there is a template to complete under the tab labeled, “Personnel Involved.” By way of their signature on the attached Personnel Involved Chart, each person listed on that sheet(s) affirms they are wilfully submitting the information, which appears in response to the question which is typed by their name in the Personnel Involved Chart, as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100.
3. The Appropriations Act includes “Major Program Areas.” Individual programs are often grouped together within one or more of these major areas. When thinking about the individual programs, how does the agency define the term “program” (i.e, what is an individual program mean at the agency)?
    a. Anytime the agency sees the term “program” used in any questions in this report, it refers to an individual program and means the same as the agency has defined it in response to this question.
4. Explain how the budget is broken down for agency management (including the director and deputy directors), outside of the way it is grouped for the Appropriations Act. If it is easier to simply provide a copy of the budget, in its most detailed version, the agency may do so.
5. Provide a list of the types of searches the agency can perform within the electronic version(s) of its budget, maintained at the agency (i.e. budget by year, office, department, program, etc.)

[1] 2-2-60(B)(12) - any other relevant information specifically requested by the investigating committee.

Performance, Organizational Structure and Responsibilities[2]

1. Does the agency have a strategic plan other than the one it provided in the Strategic Plan Template of the FY 2013-14 Accountability Report? If yes, please provide the Committee a copy and state the date it was last updated (if that information is not included on the printed version of the strategic plan).
2. Please complete the Funding Sources Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Funding Sources." In this chart please list all sources of funding for the agency in 2013-14, 2014-15, and anticipated funding sources in 2015-16; as well as the amounts available from each and any restrictions on the use of the funds. Examples of funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc. As for anticipated funds from the General Assembly in 2015-16; the agency can type the amount it submitted originally in its requests to the Governor when the budget process began.
3. Please complete the Strategic Plan Investment Chart and Performance Measures Status Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Strategic Plan Investment" and a template labeled, "Performance Measures Status."
4. Please complete the Program Effectiveness Ranking Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Program Effectiveness Ranking." In this chart please list all of the agency's programs and put them in order from most effective and efficient to least effective and efficient.
5. Please complete a separate Program Details Chart for each individual agency program. In the Excel document attached, there is a template to use under the tab labeled, "Program Details." In this chart, please provide the details about each program. It is recommended that the agency copy and paste the data in this tab into multiple other tabs or into a separate excel workbook, while it is still blank. The agency will then have a blank version to complete for each separate program.
6. Are there any reports or reviews based on an audit or investigation of the agency during the last ten years that are not linked under Legislative Audit Council, or the agency, on the publications page of www.statehouse.gov? If so, please provide the Committee a copy of these reports.

[2] 2-2-60(B)(2) (a)-(c) - a description of each program administered by the agency identified by the investigating committee in the request for a program evaluation report, including the following information: (a) established priorities, including goals and objectives in meeting each priority; (b) performance criteria, timetables, or other benchmarks used by the agency to measure its progress in achieving its goals and objectives; (c) an assessment by the agency indicating the extent to which it has met the goals and objectives, using the performance criteria. When an agency has not met its goals and objectives, the agency shall identify the reasons for not meeting them and the corrective measures the agency has taken to meet them in the future; 2-2-60(B)(3) - organizational structure, including a position count, job classification, and organization flow chart indicating lines of responsibility; 2-2-60(B)(6) - identification of the constituencies served by the agency or program, noting any changes or projected changes in the constituencies;

Public[3]

1. Please complete the Paperwork Filed by the Public Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Paperwork Filed by the Public."
2. Are there any other agency policies for collecting, managing, and using personal information over the Internet, which were not described in the Paperwork Filed by the Public Chart? If so, please explain.
3. Are there any other agency policies for collecting managing, and using personal information non-electronically, which were not described in the Paperwork Filed by the Public Chart? If so, please explain.
4. Please complete the Agency Information Available to the Public Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Agency Info Available to Public." In this chart please list all locations where the public can view different annual, quarterly and other reports produced by the agency, as well as other information about the agency.

Cooperative Arrangements and Alternative Delivery[4]

1. Do the agency's strategies or objectives reflect specific activities by the agency to ensure coordination of its efforts with other agencies that share a similar goal? If not, please explain why. If yes, please list which strategies and/or objectives.
2. Please identify other areas where the agency could establish cooperative arrangements, including, but not limited to, cooperative arrangements to coordinate services and eliminate redundant requirements, which were not identified in the Paperwork Filed by the Public Chart.
3. Please provide a summary of all efforts by the agency regarding the use of alternative delivery systems, including privatization, in meeting its goals and objectives, outside those identified in the individual Program Details Chart and in the Paperwork Filed by the Public Chart.

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[3] 2-2-60(B)(11) - a list of reports, applications, and other similar paperwork required to be filed with the agency by the public. The list must include: (a) the statutory authority for each filing requirement; (b) the date each filing requirement was adopted or last amended by the agency; (c) the frequency that filing is required; (d) the number of filings received annually for the last seven years and the number of anticipated filings for the next four years; (e) a description of the actions taken or contemplated by the agency to reduce filing requirements and paperwork duplication; 2-2-60(B)(10) - agency policies for collecting, managing, and using personal information over the Internet and non-electronically, information on the agency's implementation of information technologies;

[4] 2-2-60(B)(5) - identification of areas where the agency has coordinated efforts with other state and federal agencies in achieving program objectives and other areas in which an agency could establish cooperative arrangements including, but not limited to, cooperative arrangements to coordinate services and eliminate redundant requirements; 2-2-60(B)(7) - a summary of efforts by the agency or program regarding the use of alternative delivery systems, including privatization, in meeting its goals and objectives;

Laws[5]

1. Please complete the Evaluation of Legal Standards Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Evaluation of Legal Stds." The Chart already includes information from the Legal Standards Chart the agency submitted in its 2015 Restructuring and Seven-Year Plan Report. There are two added columns, "Recommend Further Evaluation" and "Basis for Further Evaluation," for the agency to complete.

[5] 2-2-60(B)(1) - enabling or authorizing law or other relevant mandate, including any federal mandates; 2-2-60(B)(9) - a comparison of any related federal laws and regulations to the state laws governing the agency or program and the rules implemented by the agency or program;

Agency Glossary

INSTRUCTIONS: Please list the terms, phrases or acronyms the agency uses which the Committee or general public may not know, along with the meaning of the term, phrase or acronym and the department which most often utilizes the term, if there is one. If the entire agency uses the term, type "Entire Agency" in the last column. 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	**Term, Phrase or Acronym**	**Meaning of the Term, Phrase or Acronym**	**Department which often utilizes the term (if the entire agency uses it, type "Entire Agency")**
Department of Transportation			
Department of Transportation			
Department of Transportation			

Funding Sources

INSTRUCTIONS: Please list all sources of funding in 2013-14, 2014-15, and anticipated funding sources in 2015-16. List each year the agency had (or anticipates) funds available from an individual funding source on a separate row. Examples of funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc. In the column labeled, "Is this source an appropriated or outside source?" type "appropriated" for funds from the General Assembly or Federal Government and "outside source" from all others. As for anticipated funds from the General Assembly in 2015-16; the agency can type the amount included in its original requests submitted to the Governor when the budget process began. 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**	**Funding Source**	**Is this source, an appropriated or outside source?**	**Amount Available**	**Restrictions on use of funds** (List any restrictions; If no restrictions, type "None")
Department of Transportation					

Strategic Plan Investment

INSTRUCTIONS: Below is the information included in the "goals, strategies, objectives and description" columns of the Strategic Planning template the agency submitted in its 2013-14 Accountability Report, if the agency was required to submit an Accountability Report. Please provide the information requested in the additional columns. In the "Outcome..." column, type the public benefit provided or public harm prevented by accomplishment of each goal, strategy and objective. Under the FY 2013-14 Expenditures columns, please list agency expenditures in 2013-14 which were related to accomplishment of each objective. In the column labeled, "outside funding sources," type the total amount of money the agency spent which it received from all funding sources, except from the General Assembly or Federal Government (i.e. money from grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc.) As for expenditures in 2014-15, list the agency expenditures to date related to accomplishment of each objective. When the agency completes this Chart, make sure to review it as the Committee will presume that if the expenditures for each objective under a certain strategy are added together, it will show the total amount spent by the agency on work toward accomplsihment of that strategy. The same is true for goals (i.e. if the totals for each strategy under a goal are added together it will provide the total amount spent by the agency during that year on work toward accomplishment of that goal). If the agency did not previously complete an Accountability Report, please refer to the attached Accountability Report Guidelines, follow the instructions related to the Strategic Planning Template and provide the information requested below.

	From Strategic Planning Template agency submitted in its 2013-14 Accountability Report					FY 2013-14 Expenditures						FY 2014-15 Expenditures					
Agency Submitting Report	**Goal #**	**Strategy #**	**Objective #**	**Description**	**Outcome - Public benefit provided or harm prevented by accomplishment of this goal, strategy or objective (i.e. tangible benefits that matter in the lives of citizens)**	**General**	**Other**	**Federal**	**Total Appropriated** (General + Other + Federal)	**Outside Funding Sources**	**Total** (i.e. General + Other + Federal + Outside Funding)	**General**	**Other**	**Federal**	**Total Appropriated** (General + Other + Federal)	**Outside Funding Sources**	**Total** (i.e. General + Other + Federal + Outside Funding)
Department of Transportation	1			Improve SAFETY.													
Department of Transportation		1.1		Develop, implement, and manage a data-driven highway safety program.													
Department of Transportation			1.1.1	Reduce the number of fatalities and serious injuries on the state highway system.													
Department of Transportation		1.2		Promote Workforce Safety throughout the Agency.													
Department of Transportation			1.2.1	Reduce the number of workplace injuries and lost work hours.													
Department of Transportation	2			PRESERVE our Transportation Infrastructure.													
Department of Transportation		2.1		Develop a risk-based asset management plan that optimizes investments in our roads and bridges.													
Department of Transportation			2.1.1	Decrease number of roads and bridges moving from "good to fair" and "fair to poor."													
Department of Transportation		2.2		Develop a risk-based program targeting posted and closed bridges.													
Department of Transportation			2.2.1	Strategically reduce the number of posted and closed bridges.													
Department of Transportation		2.3		Use the transit asset management system to optimize replacement of public transit vehicles.													
Department of Transportation			2.3.1	Reduce the portion of the state's public transit fleet that has reached minimum useful life.													
Department of Transportation	3			Optimize MOBILITY.													
Department of Transportation		3.1		Continue to support an ITS and Incident Management Program.													
Department of Transportation			3.1.1	Increase ITS camera coverage of strategic locations to enhance incident notification and hurricane evacuation.													
Department of Transportation			3.1.2	Increase the number of lane miles of incident response coverage to increase safety and response to disabled motorists and incidents.													
Department of Transportation		3.2		Develop and implement a performance-based transit program.													
Department of Transportation			3.2.1	Improve transit ridership and efficiency.													
Department of Transportation		3.3		Continue support for a three-year pilot program in counties introducing public transit service for the first time.													
Department of Transportation			3.3.1	Increase access to public transit service.													
Department of Transportation		3.4		Identify and deliver projects that relieve bottlenecks and recurring congestion.													
Department of Transportation			3.4.1	Reduce congestion on our highway system.													
Department of Transportation	4			Enhance a Strengthening ECONOMY.													
Department of Transportation		4.1		Identify SC Freight Network and incorporate appropriate considerations into project ranking criteria.													
Department of Transportation			4.1.1	Improve freight mobility along freight corridors.													
Department of Transportation		4.2		Strengthen the responsibilities of the Office of Minority Affairs and Small Business.													
Department of Transportation			4.2.1	Increase participation by minority, women, and small owned businesses.													
Department of Transportation				Add any additional goals, strategies or objectives the agency has adopted since submitting its 2013-2014 Accountability Report													
Department of Transportation				**TOTALS**	**TOTALS**	**$60,304,721**	**$1,231,194,564**	**$0**	**$1,291,499,285**								

Performance Measures Status

INSTRUCTIONS: Below is the information from the Performance Measurement template the agency submitted in its 2013-14 Accountability Report, if it was required to submit an Accountability Report. Please fill in the column labeled, "Most Current Value (as of 4/30/15)" and the column labeled, "New Target Value (as of 6/30/16)." In addition, please add any additional performance measures the agency has adopted since submitting its 2013-2014 Accountability Report. If the agency did not previously complete an Accountability Report, please refer to the attached Accountability Report Guidelines, follow the instructions related to the Performance Measurement Template and provide the information requested below.

Agency Submitting Report	**Item**	**Performance Measure**	**Old Last Value** (as of 6/30/13)	**Old Current Value** (as of 6/30/14)	**Old Target Value** (Target the agency set for 6/30/15)	**Most Current Value** (as of 4/30/15)	**New Target Value** (as of 6/30/16) *Make sure to use quantifiable #s, %s, etc., not "increase" or "decrease"	**Time Applicable**	**Data Souce and Availability**	**Reporting Freq.**	**Calculation Method**	**Associated Objectives**
Department of Transportation	1	Number of fatalities and rate	Number: 767 Rate: 1.57	447 (thru 8/18/14)	Decrease			January 1 - December 31	Traffic Engineering (DPS records). All values are reported by calendar year.	Fatality count is received daily; Severe injury data is included in crash file received quarterly from SCDPS	Rate = # fatalities per 100 million VMT (vehicle miles traveled)	1.1.1, 1.2.1
Department of Transportation	2	Number of serious injuries and rate	Number: 3,270 Rate: 6.68	1700 (thru 7/31/14)	Decrease			January 1 - December 31	Engineering- Traffic (DPS records)	Annually or as needed	Rate = # serious injuries per 100 million VMT (vehicle miles traveled)	1.1.1, 1.2.1
Department of Transportation	3	Number of fatal pedestrian accidents	101	49 (thru 8/18/14)	Decrease			January 1 - December 31	Engineering- Traffic (DPS records)	Annually or as needed	Total number reported.	1.1.1, 1.2.1
Department of Transportation	4	Number of fatal bicycle accidents	15	7 (thru 8/18/14)	Decrease			January 1 - December 31	Engineering- Traffic (DPS records)	Annually or as needed	Total number reported.	1.1.1, 1.2.1
Department of Transportation	5	Number of workplace injuries	559	300 (thru 8/26/14)	Decrease			January 1 - December 31	Support Services - Safety	Workplace injuries are received daily	Total number reported from "Total first report of injury filed by year."	1.1.1, 1.2.1
Department of Transportation	6	Number of lost work days	5360 days	2803 (thru 8/26/14)	Decrease			January 1 - December 31	Support Services - Safety	Lost workdays are received daily	Lost Workday Cases x (100 employees x 50 weeks x 40 hours) divided by manhours worked.	1.1.1, 1.2.1
Department of Transportation	7	Percentage of road miles in good condition	16%	TBD	Increase			January 1 - December 31	Engineering - Maintenance	Annually	Lane miles in good condition divided by total number of roads	1.1.1, 1.2.1
Department of Transportation	8	Percentage of bridges in satisfactory condition	65.7%	65.7%	Increase			July 1 - June 30	Engineering - Maintenance	Annually or as needed	Satisfactory bridges divided by total number of bridges.	2.1.1, 2.2.1, 2.3.1
Department of Transportation	9	Deck area (*msf) of structurally deficient bridges	5.271 msf	5.199 msf	Decrease			July 1 - June 30	Engineering - Bridge Maintenance	Monthly	Total amount of structurally deficient bridge deck area in million square feet (msf)*.	2.1.1, 2.2.1, 2.3.1
Department of Transportation	10	Percentage of vehicle miles traveled (VMT) on good pavement	29%	TBD	Increase			January 1 - December 31	Engineering - Maintenance	Annually	Percentage of good pavement miles divided by total pavement miles.	2.1.1, 2.2.1, 2.3.1
Department of Transportation	11	Reduce number of targeted posted bridges	424	398	Decrease			July 1 - June 30	Engineering - Bridge Maintenance	Monthly	Total number of targeted bridges posted. Method to identify targeted bridges under development.	2.1.1, 2.2.1, 2.3.1
Department of Transportation	12	Reduce number of targeted closed bridges	11	12	Decrease			July 1 - June 30	Engineering - Bridge Maintenance	Monthly	Total number of targeted bridges closed. Method to identify targeted bridges under development.	2.1.1.,2.2.1, 2.3.1
Department of Transportation	13	Percentage of SCDOT-titled active duty public transit vehicles beyond defined useful life parameters	N/A	47%	Decrease			July 1 - June 30	Intermodal Planning	As needed	Number beyond useful life divided by number of total vehicles.	2.1.1, 2.2.1, 2.3.1
Department of Transportation	14	Area of ITS camera coverage (miles)	255 miles	255 miles	Increase			July 1 - June 30	Engineering - Traffic (SHEP)	Annually or as needed	Total miles reported.	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	15	Lane miles of incident response coverage (miles)	327 miles	347 miles	Increase			July 1 - June 30	Engineering - Traffic (SHEP)	Annually or as needed	Total miles reported.	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	16	Number of public transit passenger trips	12.1 million	12.3 million	Increase			July 1 - June 30	Intermodal Planning	Annually or as needed	Dependent on state and local funding.	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	17	Cost per transit passenger per trip	$4.95	$4.67	Decrease			July 1 - June 30	Intermodal Planning	Annually or as needed	Price of fuel.	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	18	Percentage of South Carolina counties with a public transit system	87%	87%	Increase			July 1 - June 30	Intermodal Planning	As needed	Percentage of counties with public transit service divided by counties (46)	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	19	Annual hours of delay on interstates and Strategic Network	N/A	N/A (new program)	Decrease			January 1 - December 31	Engineering - Traffic/Planning	SCDOT is in the process of developing or identifying the values for these performance measures but is currently awaiting the final federal guidance to ensure consistency with federal requirements	The difference in daily VMT divided by average congested speed and daily VMT divided by free flow speed, multiplied by 365 days.	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	20	Interstate reliability index	N/A	N/A (new program)	Decrease			January 1 - December 31	Engineering - Traffic/Planning		Compares near worst case travel time to a travel time in light or free flow traffic.	3.1.1, 3.1.2, 3.2.1, 3.3.1, 3.4.1
Department of Transportation	21	Freight hours of delay	N/A	N/A (new program)	Decrease			October 1- September 30	Planning/Intermodal Planning		The difference in daily truck VMT divided by average congested speed and daily truck VMT divided by free flow speed, multiplied by 365 days.	4.1.1, 4.2.1
Department of Transportation	22	Freight reliability index	N/A	N/A (new program)	Increase			October 1- September 30	Planning/Intermodal Planning		Compares near worst case truck travel time to a truck travel time in light or free flow traffic.	4.1.1, 4.2.1
Department of Transportation	23a	Percentage of work awarded/committed to federal program	16.5%	13.4%	11.5%			October 1- September 30	Engineering-Construction and Support Services - DBE	Semi-annually	DBE committed amount divided by total awarded amount	4.1.1, 4.2.1
Department of Transportation	23b	Percentage of work awarded/committed to state program	7.10%	3.22%	10%			July 1 - June 30	Engineering-Construction and Support Services - DBE	Semi-annually	DBE awarded projects divided by total projects	4.1.1, 4.2.1

Department of Transportation	24	Add any additional performance measures the agency has adopted since submitting its 2013-2014 Accountability Report											

Program Effectiveness Ranking

INSTRUCTIONS: Please list and rank all of the agency programs which existed in FY 2014-15 in order from most effective and efficient to least effective and efficient. In addition, provide a brief description of the public benefit(s) provided or public harm(s) prevented by the program; the total budget (from all funding sources); Amount of total budget (in $) from funds appropriated by the General Assembly; associated Major Programs Area; and associated objective number(s). Lastly, in the cells at the top, please state the agency's definition of program (as the agency defined it in the "General" section of the word document of this report); the performance measures considered when the agency was determining where to rank the individual programs; and which individual(s) at the agency made the decision about where each program was ranked. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency definition of "Program"	
List all Performance Measures considered when determining where to rank each program	
Individual(s) at the agency who made the decision about where each program was ranked	

Agency Submitting Report	**Individual Program Name**	**Brief description of the public benefit provided or public harm prevented by the individual program**	**Ranking** (#1 = most effective and efficient)	**Total Program Budget in FY 2014-15** (from all funding sources)	**Amount (in $) of Total Program Budget in FY 2014-15 from funds appropriated by General Assembly**	**Associated Major Programs Area** (as identified in the 2013-14 Accountability Report)	**Associated Agency Objective #(s)** (as identified in the 2013-14 Accountability Report)
Department of Transportation							
Department of Transportation							
Department of Transportation							
Department of Transportation							
Department of Transportation							
Department of Transportation							

Program Details

INSTRUCTIONS: Please provide the information requested below for each program. It is recommended that the agency copy and paste the data in this tab into multiple other tabs or into a separate excel workbook, while it is still blank. The agency will then have a blank version to complete for each separate program.

General

INSTRUCTIONS: Please copy and paste the individual row applicable for this program from the Program Effectiveness Ranking Chart.

Agency Submitting Report	**Individual Program Name**	**Brief description of the public benefit provided or public harm prevented by the individual program**	**Ranking** (#1 = most effective and efficient)	**Total Program Budget in FY 2014-15** (from all funding sources)	**Amount of Total Program Budget in FY 2014-15 from funds appropriated by General Assembly**	**Associated Major Programs Area** (as identified in the 2013-14 Accountability Report)	**Associated Agency Objective #(s)** (as identified in the 2013-14 Accountability Report)
Department of Transportation							

Potential Negative Impact

INSTRUCTIONS: Please list what the agency considers the most potential negative impact on the public that may occur as a result of the program not performing well and provide the information requested in each of the other cells below.

Most potential negative impact on the public that may occur as a result of the program not performing well	
Level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen	
Any additional information the agency would like to provide for clarity, context, explanation, etc.	

Budget Information

INSTRUCTIONS: Please list the total budget for the program (from all funding sources), total expenditures and total number of constituents served, for each year from 2004-05 to the present. If a program name changed, was dropped, merged into another program, etc., please indicate that in the Notes/Explanation column. The agency can also provide any further explanation in the Notes/Explanation column. Remember, funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc.

Total Program Budget (from all sources of funding)	**Total Program Expenditures**	**Total number of constituents served**	**Notes and/or further Explanation**	**Year**
				2004-05
				2005-06
				2006-07
				2007-08
				2008-09
				2009-10
				2010-11
				2011-12
				2012-13
				2013-14
				2014-15

Alternative Delivery System

INSTRUCTIONS: Please provide a summary of all efforts by the agency regarding the use of alternative delivery systems, including privatization, in meeting the agency objectives associated with this program.

Paperwork Filed by the Public

INSTRUCTIONS: Please list each report, application, and other similar paperwork the agency requires the public file with the agency and, for each, provide the applicable information requested in the cells below. NOTE: Responses are not limited to the number of columns below that have borders around them, please list all that are applicable.

Agency Submitting Report	Department of Transportation	Department of Transportation	
Name of Report, Application or Similar Paperwork Required to be Filed with the Agency by the Public			
Reason the agency needs the information in the report, application or paperwork			
Statutory Authority for the Filing Requirement			
Date Each Filing Requirement was Adopted or Last Amended by the Agency			
Frequency the Filing is Required			
Number of Filings Received Annually for the Last 7 Years			
Number of Anticipated Filings for the Next 4 Years			
Description of the Actions Taken or Contemplated by the Agency to Reduce Filing Requirements and Paperwork Duplication			
Summary of efforts by the agency regarding use of alternative delivery system, including privatization or cooperative arrangement with other agencies, to obtain information sought by the paperwork			
Agency policies for collecting, managing and using personal information, included in the paperwork, over the internet?			
Agency policies for collecting, managing and using personal information, included in the paperwork, non-electronically?			

Agency Information Available to the Public

INSTRUCTIONS: Please list all locations where the public can view the agency reports below. List locations online as well as locations where the public can obtain hard copies. List any other reports or information the public can obtain about the agency and where the public may obtain that information in the rows at the end.

Agency Submitting Report	Report/Information	Where the public can view this information online	Where the public can view this information in hard copy
Department of Transportation	Accountability Report		
Department of Transportation	Strategic Plan		
Department of Transportation	Performance Measures		
Department of Transportation	Agency's current status in regards to its performance measures		
Department of Transportation	Insert any other information about the agency, including, but not limited to, other agency reports. Please put each on a separate row.		

Evaluation of Legal Standards Chart

INSTRUCTIONS: Below is the information from the Legal Standards Chart the agency submitted in its 2015 Restructuring and Seven-Year Plan Report. Two new columns are included at the end. In the first new column, titled "Recommend Further Evaluation," please put a Y beside any laws the agency would like the Committee to review for further discussion and/or possibly recommend revision or eliminaiton of in the Committee's Oversight Report. In the second new column, titled "Basis for Further Evaluation," please provide a brief explanation/basis for any laws which the agency would like the Committee to review (i.e. by practice the requirements in the law are no longer performed by the agency; the requirements in the law are performed by another agency; the Committee should consider adding to the law standard qualifications for certain positions within the agency; the law prohibits or makes it more difficult to implement ideas or plans which may decrease administrative costs, increase efficiency, allow the agency to focus more on its mission, etc.)

Agency Submitting Report	**Item #**	**Statute/Regulation/ Provisos**	**State or Federal**	**Summary of Statutory Requirement and/or Authority Granted**	**Agency Recommends Further Evaluation**	**Basis for Further Evaluation**
Department of Transportation	1	SC Code of Laws: Title 57	State	The entire Title 57 applies to the Department of Transportation. Title 57 contains the following Chapters: 1. General provisions, 3. Department of Transportation, 5. State Highway System, 7. Obstruction or Damage to Roads or Drainage, 9. Abandonment or Closing of Streets, Roads or Highways, 11. Financial Matters, 13. Provisions Affecting Bridges Only, 15. Provisions Affecting Ferries Only, 17. County Roads, Bridges, and Ferries Generally, 19. County Road Taxes and Assessments, 21. Paving Districts in Counties with City of Over 70,000, 23. Highway Beautification and Scenic Routes, 25. Outdoor Advertising and 27. Junkyard Control		
Department of Transportation	2	SC Code of Regulations, Chapter 63	State	Chapter 63 of the SC Code Regulations applies to the Department of Transportation. The regulations include: 63-10 - Transportation Project Prioritization; 63-30 - Commission approval of actions; 63-100 - Secretary of Transportation Approval of Actions; 63-300 to 309 - Prequalification and Disqualification of Bidders; 63- 322 - Relocation of Displaced Persons; 63-338 - Highway Advertising Control Act; 63-361- Movement of Machinery over Highways; 63-370 - Driveways; 63-380 - Erosion Control ; 63-390 - Tandem Trailer Combinations and Other Larger Vehicle Access Control Act ; 63-700, et seq. Disadvantaged Business Enterprises Program; 63-800 - Bus Shelters; 63-900 - Scenic Byways		
Department of Transportation	3	SC Code Section 1-1-1040	State	Links to websites posting department's monthly state procurement card statements or information		
Department of Transportation	4	SC Code Section 1-30- 10(A)	State	Department of Transportation is a department within the executive branch of state government		
Department of Transportation	5	SC Code Sections 1-30-10(G)(1) **and** 1-30-10(G) (2)	State	Restructuring Report and Seven Year Cost Savings Plan that provides initiatives and/or planned actions that implement cost savings and increased efficiencies of services and responsibilities within the projected seven year period		
Department of Transportation	6	S. C. Code Sections 1-30-10(G)(1)	State	Restructuring Report Department reports giving detailed and comprehensive recommendations for the purposes of merging or eliminating duplicative or unnecessary divisions, programs, or personnel within each department to provide a more efficient administration of government services		
Department of Transportation	7	SC Code Sections 1-1-810, 1-1-820 **and** Proviso 117.31	State	Annual Accountability Report establishment and content requirements		
Department of Transportation	8	SC Code Sections 2-47-50 **and** 2-47-55	State	Comprehensive Permanent Improvement Plan		
Department of Transportation	9	SC Code Sections 8-13-1110 **and** 8-13-1140	State	Persons required to file statement of economic interests and updates annually		
Department of Transportation	10	SC Code Section 8-13-1110 (12)	State	Amended in 2007 to include District Engineering Administrators		
Department of Transportation	11	SC Code Section 11-35-3310	State	Indefinite delivery contracts for construction items, architectural engineering, and land surveying services		
Department of Transportation	12	SC Code Section 11-35-3830	State	Approval and Record of Trade-in Sales		
Department of Transportation	13	SC Code Section 11-35-2440	State	Records of procurement actions		
Department of Transportation	14	SC Code Section 11-35-5240	State	Minority business enterprise (MBE) Utilization Plan		
Department of Transportation		SC Code Regs.19-445.2000(h)	State	Illegal Procurements Citation of the South Carolina Consolidated Procurement Code		

Department of Transportation	16	SC Code Section 12-28-2740	State	Distribution of gasoline user fee among counties also referred to as C-Fund. Includes apportionments, formula distribution, and requirements for expenditure of funds; county transportation committees		
Department of Transportation	17	SC Code Section 12-28-2930	State	State set-asides for small businesses owned and controlled by socially and economically ethnic minorities (MBE's) and disadvantaged females (WBE's)		
Department of Transportation	18	SC Code Section 44-96-140	State	Recycling programs of state government; state procurement policy; report of the Department of Transportation		
Department of Transportation	19	SC Code Section 48-52-620	State	State agency requirement to submit energy conservation plans and reports to include state buildings		
Department of Transportation	20	SC Proviso 117.79	State	Fines and Fees		
Department of Transportation	21	SC Proviso 117.52	State	Personnel Organization Chart		
Department of Transportation	22	SC Proviso 84.11	State	Hanahan Permit Application		
Department of Transportation	23	SC Proviso 117.132	State	IT & Information Security Plans		
Department of Transportation	24	SC Proviso 117.28	State	Travel Expenses of $2000		
Department of Transportation	25	SC Proviso 117.88	State	Bank Transparency & Accountability		
Department of Transportation	26	SC Proviso 117.14	State	Discrimination Policy		
Department of Transportation	27	SC Proviso 84.16	State	Pedestrian Overpass		
Department of Transportation	28	SC Proviso 117.37	State	Debt Collections Report		
Department of Transportation	29	US Code of Laws: Title 23	Federal	Federal Statutes applicable to federally funded highway programs		
Department of Transportation	30	23 Code of Federal Regulations	Federal	Federal Regulations applicable to federally funded highway programs		
Department of Transportation	31	49 US Code Title 49, Subtitle III	Federal	Section 5301, et seq. - Public Transportation		
Department of Transportation	32	49 Code of Federal Regulations	Federal	Federal regulations applicable to federally funded transportation programs		

Personnel Involved Chart

INSTRUCTIONS: Please list the name of all personnel at the agency who can verify the information utilized when answering the questions in this report, their title, the **specific question they affirm the answer to which is wilfully submitted by them as testimony before the Committee, as those terms are used in S.C. Code Section 2-2-100** and the individual's handsigned signature. The agency will need to provide a hard copy with the original signatures and a .pdf. To avoid the agency needing to pass around the same sheet to multiple individuals who may be in separate offices, the Committee will allow signatures to appear on multiple sheets, as long as all of the information about the individual and question to which he/she is affirming, is included. NOTE: Responses are not limited to the number of columns below that have borders around them, please list all that are applicable.

Agency Submitting Report	Department of Transportation	Department of Transportation	
Name			
Phone			
Email			
Department/Division			
Title			
Question			
Individual's Signature which indicates the individual understands he/she is affirming the answer(s) provided to the specific question(s) listed above their name, are wilfully being submitted by them as testimony before the Committee, as those terms are used in S.C. Code Section 2-2-100			