

**Legislative Oversight Committee**

South Carolina House of Representatives

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# **Program Evaluation Report Extension Request Guidelines**

**PLEASE NOTE:**

**The information included in the agency's report will appear online for all legislators and the public to view.**

Agency Name:

**Commission for Minority Affairs**

Date Request Submitted:

**August 30, 2017**

# Background

## Committee Standard Practices 10.1.3 - 10.1.5

### Extensions for PER

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.

# Submission Process

Note this Extension Request Form will be published online.

<b>Agency</b>	SC Commission for Minority Affairs
<b>Date of Submission</b>	30-Aug-17

*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).

## I. Extension Request

- |   |  |           |
|---|--|-----------|
| 1 | State the date the agency originally received the report guidelines: | 6/27/2017 |
| 2 | State the date the agency submitted this request for an extension:   | 8/30/2017 |
| 3 | State the original deadline for the report:                          | 8/30/2017 |
| 4 | State the number of additional days the agency is requesting:        | 30 days   |
| 5 | State the new deadline if the additional days are granted:           | 9/30/2017 |

## 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: | We have not requested an extension previously. |
|---|--|--|

## 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. | <i>The SC Commission for Minority Affairs is a small agency employing only ten persons. The Commission does not have an administrative unit dedicated to completing such required reports. And, the Commission's management staff consists of only two persons, the Executive Director and the Administrative Manager. Therefore, the agency's entire staff assists management with the completion of required reports. Given that the agency's Accountability Report, its Budget Request and its end of fiscal year reports due dates are close to the due date of this report, members of the staff have divided their time among the various reports while having to perform their normal job functions. However, given that this is the first time we have completed this report, it has taken more time than we thought it would take. We anticipated submitting the report on its due date (August 30th). However, upon reviewing the work that has been completed on various portions of the report and the work required to totally complete it, we determined the need to respectfully request an extension.</i> |
|---|---|---|

## 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. | Thomas J. Smith, Executive Director |
| 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

- Leave this section blank.**
- |   |                                    |           |
|---|------------------------------------|-----------|
| 1 | Date extension was granted:        | 8/30/2017 |
| 2 | Number of additional days granted: | 30        |
| 3 | New deadline for agency response:  | 9/29/2017 |