

**Legislative Oversight Committee**

South Carolina House of Representatives

Post Office Box 11867

Columbia, South Carolina 29211

Telephone: (803) 212-6810 • Email: HCommLegOv@schouse.gov



# **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:

**South Carolina Department of Probation, Parole and Pardon Services**

Date Request Submitted:

**April 10, 2019**

# 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").

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.

**Note this Extension Request Form will be published online.**

<b>Agency</b>	South Carolina Department of Probation, Parole and Pardon Services
<b>Date of Submission</b>	4/10/2019

*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), Charles Appleby (charlesappleby@schouse.gov), Carmen Simon (carmensimon@schouse.gov), or Kendra Wilkerson (kendrawilkerson@schouse.gov).

**I. Extension Request**

- |   |  |           |
|---|--|-----------|
| 1 | State the date the agency originally received the report guidelines: | 2/15/2019 |
| 2 | State the date the agency submitted this request for an extension:   | 4/10/2019 |
| 3 | State the original deadline for the report:                          | 4/12/2019 |
| 4 | State the number of additional days the agency is requesting:        | 60 days   |
| 5 | State the new deadline if the additional days are granted:           | 6/12/2019 |

**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: | SCDPPPS has not requested an extension in past years for other reports to the Legislature. |
|---|--|--|

**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. | <p>Chairman Newton,</p> <p>Thank you for giving the South Carolina Department of Probation, Parole and Pardon Services (SCDPPPS) the opportunity to provide program information to the Legislative Oversight Committee. We anticipate that completion of the Program Evaluation Report (P.E.R.) will help increase transparency, encourage accountability and further build on agency best practices. In an effort to ensure we deliver the most comprehensive product possible, we would like to formally request a deadline extension, changing the original deadline of April 12, 2019 to June 12, 2019.</p> <p>Although we have made significant progress on the draft report, several challenges have arisen to force the agency to request an extension. We have been in close communication with Committee staff throughout the development of this report, routinely requesting additional clarification and information. If an extension is granted, we anticipate that we will deliver a much more thorough report to the Committee.</p> <p>Thank you for your consideration and we look forward to your response.</p> |
|---|---|--|

**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. | Director Jerry B. Adger |
| 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 | <b>Leave this section blank.</b><br>Date extension was granted: | 4/11/2019 |
|---|---|-----------|

2 Number of additional days granted:  
3 New deadline for agency response:

60 days  
6/12/2019