

**Legislative Oversight Committee**

South Carolina House of Representatives

Post Office Box 11867

Columbia, South Carolina 29211

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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:

**South Carolina State Library**

Date Request Submitted:

**February 26, 2020**

# 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 State Library
<b>Date of Submission</b>	26-Feb-20

*Instructions* : Please complete this Extension Request Form. The completed form should be submitted electronically to the House Legislative Oversight Committee (HCommLegOv@schouse.gov) in 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), Lewis Carter (lewiscarter@schouse.gov), or Kendra Wilkerson (kendrawilkerson@schouse.gov).

**I. Extension Request**

- |   |  |           |
|---|--|-----------|
| 1 | State the date the agency originally received the report guidelines: | 1/24/2020 |
| 2 | State the date the agency submitted this request for an extension:   | 2/26/2020 |
| 3 | State the original deadline for the report:                          | 3/9/2020  |
| 4 | State the number of additional days the agency is requesting:        | 30 days   |
| 5 | State the new deadline if the additional days are granted:           | 4/8/2020  |

**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: | None |
|---|--|------|

**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>While the South Carolina State Library is a small agency, the depth and breath of our services are more comparable to a larger agency, but with less staff available. We have identified 188 deliverables for our agency, which will require a considerable amount of time to accurately define. Several of our key staff are out or have been out of the office on pre-arranged business for the State Library. Additionally, the timing of the legislative session makes the current deadline of March 9, 2020, a hardship for our agency as we are entrenched in the budget process, presentations to subcommittees, and responding to requests from the legislature.</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. | Leesa M. Aiken |
| 2 | Does the agency head, or person designated 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:        | 2/27/2020 |
| 2 | Number of additional days granted: | 30        |
| 3 | New deadline for agency response:  | 4/8/2020  |